



Guidelines for dealing with accidents and incidents

A walk-in clinic for minor injuries/illnesses can be found at Teddington Memorial Hospital, Hampton Road. Teddington. TW11 0JL

For more serious injuries, the nearest Accident and Emergency unit can be found at St Peter's Hospital, Chertsey KT16 0PJ (near J11 of the M25)

Please ensure that you are aware of the location of the First Aid Kit at the venue you are using as well as the nearest defibrillator. You should also be aware of any qualified First Aiders amongst the Academy staff and venue employees/volunteers.

If members' registration forms state medical conditions that require an inhaler or epi-pen, please ensure the children have these with them before commencing a lesson or session.

In the case of an accident or incident, teachers should:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the qualified First Aider who should take appropriate action for minor injuries.
- In the event of an injury/medical incident requiring specialist treatment, call the emergency services – 999.
- The telephone number for NHS Direct is: 0845 46 47 or www.nhsdirect.nhs.uk
- Deal with the rest of the group and ensure that they are adequately supervised and safe.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent / carer / guardian.
- Complete an Incident / Accident Report Form.

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