



## Poole Hockey Club Emergency Procedure Guidelines for Dealing with an Incident/Accident

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- If necessary, evacuate the pitch in a calm and controlled manner and proceed to the car park outside reception
- If there is an injury, listen to what the injured person is saying
- Alert the First Aider who should take appropriate action for minor injuries
- For home games at Ashdown Leisure Centre the duty first aider should be alerted by contacting the reception
- First Aid kits are supplied to each team at the club and will be at pitch side for away games
- In the event of an injury requiring specialist treatment, **call the emergency services by dialling 999**. A phone is available in the reception and mobile phones are available pitch side
- Ensure that the rest of the group is adequately supervised
- Do not move someone with major injuries unless they are in serious danger of further injury. Wait for the emergency services
- **Contact the injured person's parent/guardian/next of kin**. If telephone number is not readily available, contact;
  - Juniors; Junior Co-ordinator
  - Adults; Honorary Secretary or Chairman
- **The responsible coach or team manager must complete an incident/accident report form and forward to the Chairman**