

## Guidelines for dealing with an incident/accident



### *CITY OF MILTON KEYNES SWIMMING CLUB*

- ✓ 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 first-aider who should take appropriate action for minor injuries.
  - ✓ In the event of an injury requiring specialist treatment, call the emergency services.
  - ✓ Deal with the rest of the group and ensure that they are adequately supervised.
  - ✓ Do not move someone with major injuries. Wait for the emergency medics.
  - ✓ Contact the injured person's parent/carer.
  - ✓ Complete an incident/accident report form.
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