**ACCIDENT AND EMERGENCY GUIDANCE**

* 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 they are adequately supervised.
* Do not move someone with major injuries. Wait for the emergency services.
* Contact the injured person’s parent/guardian (if they are under the age of 18) or next of kin.
* Complete an incident/accident form

**FULL ADDRESS/CONTACT DETAILS OF THE CLUB IN CASE OF AN EMERGENCY**

|  |  |
| --- | --- |
| **Club Name** | Leamington Lawn Tennis and Squash Club |
| **Address** | Guy’s Cliffe Avenue, Leamington Spa, Warwickshire |
| **Postcode** | CV32 6LZ |
| **Telephone No.** | 01926 425845 |

**FIRST AID BOXES ARE LOCATED:**

* In the Kitchen
* Behind the Bar
* At the back of Squash Court 5