



Guidelines for dealing with an incident/accident

FastStep Badminton Club/Academy

If an incident/accident occurs during club activities:

- 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 (at main reception) who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Check the medical forms to check for the medical information, allergies, etc.
- 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/book. The form should be completed by the main person who dealt with the incident.
- If appropriate, collect and collate statements from witnesses.
- Completed forms should be forwarded to Zeyar Win to be kept safely for record.