**GUIDELINES FOR DEALING WITH AN INCIDENT / ACCIDENT**

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**MEDICAL EMERGENCY CONTACT NUMBERS**

* **Milton Keynes Hospital 01908 660033**
* **Asplands Medical Centre 01908 582069**
* A map to the local doctors surgery / hospital can be found:
  + On the Club Notice Board
  + In the Home & Away Dressing Rooms.

**ACTION TO BE TAKEN**

* Stay calm but act swiftly and observe the situation.
* Is there a risk of further injury?
* 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 requiring specialist treatment, call the emergency services – **999.**
* The telephone number for NHS Direct is: **0845 46 47** or see[**www.nhsdirect.nhs.uk**](http://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.

These forms can be found in the Incident / Accident Report file, which is kept in the Home Dressing Room, together with the First Aid Box.