



## **Accident & Incident Guidelines**

*Old Bleach Cycling Club, Randalstown*

### **ACCIDENT GUIDELINES**

- 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 accident report form.

### **INCIDENT GUIDELINES**

- Record all incidents reported or observed on an Incident Form.
- Inform designated person ASAP.
- Consultation with Gateway team/ PSNI/Garda if required.
- 1 copy to designated safeguarding/ children officer within 24 hours.
- Ensure confidentiality - only "need to know basis" (reference confidentiality statement in Clubmark NI Template 12: Safeguarding Policy).
- Inform parents, unless to do so may put the child at further risk.
- The designated safeguarding / children officer will be responsible for storing any report in a safe and secure environment.