**MERROW VILLAGE CLUB AND HALL**

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

* **Stay calm but act swiftly and observe the situation – is there any danger of further injuries**
* **Listen to what the injured person is saying**
* **Where possible, alert a first aider who should take appropriate action. In the event of an injury or incident requiring specialist treatment, call the emergency services**
* **Deal with the rest of the group and insure that they are adequately supervised**
* **Do not move someone with suspected major injuries unless there is a danger of further injury. Wait for the emergency services.**
* **Do remember to check your own safety**
* **Contact the injured person /players parents guardians or relatives**
* **Complete the incident/accident form for all injuries, illness and other incidences**
* **Any major injury or illness relating to alledged abuse, theft or damage to property must be reported to either the Club Steward, Secretary or if appropriate the Child Welfare Officer as soon as possible.**

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| **Contact Point****The nearest A & E Hospital to Merrow is the Royal Surrey County Hospital, Egerton Road, Guildford GU2 7XX Tel: 01483 571122****The local GP surgery is Merrow Park Surgery Kingfisher Drive Merrow GU4 7EP Tel: 10483 503331****The nearest Police Station is Guildford Police Station, Margaret Road, Guildford GU1 4PZ** |