

# Craighelen Lawn Tennis and Squash Club



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## Accident and Emergency Guidance

In the event of having to deal with an incident/accident the following guidelines are to be noted:

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying
- If the injury is minor, alert your first aider to take appropriate action
- If the injury requires 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 services
- Contact the injured person's parent/carer
- Complete an incident/accident report form

In line with guidance from the St Johns Ambulance Approved Code of Practice Craighelen holds a First Aid container which is located in the Gym Reception.

Note – no creams, lotions, medicines or tablets are permitted.

In holding a first aid container please note:

- Keep clean and free from dust
- Protect contents from damp
- If possible make accessible, preferably located near to hand washing facilities
- Should be green with a white cross
- Examine regularly and restock after use
- Discard out of date items
- Keep a sufficient supply

Don't forget to record any accident/incident in an accident/incident report form, which can be found on the notice board and next to the first aid boxes. This should be completed in full and then passed on to a member of the committee, to ensure it is officially recorded and any necessary action is taken.

## Accident/emergency contact information

Key contact names and numbers are on display in the clubhouse detailing names and contact details of First Aiders, plus the address and number of the nearest A&E.

List of qualified first aiders:

Chris Bowman – CBF Fitness Manager  
Sandra Juster – Child Protection Officer  
Rob Colston - Treasurer  
Sue Black  
Alex Alderson – Level 2 Coach  
Susan Bell – Level 1 Coach  
Florrie Black – Level 1 Coach  
Ashley Bolton – Level 1 Coach  
Jemma Bolton – Level 1 Coach

Nearest Accident and Emergency Department:

Royal Alexandria Hospital  
Corsebar Road  
Paisley  
PA2 9PN

Tele: 0141 3146195 or 0141 887 9111

For Minor Injuries:

Minor Injuries Unit  
Main Street  
Alexandria  
G83 0A

Tele:01389 754121

This is a Minor Injuries Unit, not a full-scale Accident and Emergency Department.

Accident and Emergency Services are available at the Royal Alexandra Hospital, Paisley, and the Western Infirmary, Glasgow.

The doors for the unit open from 8am to 9pm every day and the Unit is staffed by Nurse Practitioners, supported by Accident and Emergency Consultants, based at Royal Alexandra Hospital, Paisley. In the Minor Injuries Unit, **nurses will assess and treat adults and children over 2** with

- a minor limb injury (including requesting x-rays when required for suspected broken bones),
- wounds requiring dressing or stitches,
- minor burns,
- foreign bodies,
- minor injury to eyes, ear, nose and
- minor head injuries.

For advice about injuries or accidents of a less severe nature, please call:

Craighelen Lawn Tennis and Squash Club  
215 East Clyde Street, Helensburgh, Argyll & Bute, G84 7AP  
Tel: 01436 675403 [info@craighelen.net](mailto:info@craighelen.net) [www.craighelen.net](http://www.craighelen.net)  
Registered in Scotland SC 269594

NHS Direct 0845 4647

On witnessing an accident or emergency, please ensure you complete an accident report form and hand to a member of the Board.

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