

Procedures for Accidents

As part of the organisation for an event the following structures should be in place:

- Named First Aid Officer (must hold current first aid certificate)
- First Aid Box must be checked to ensure that it is properly stocked.
- The location of the fire exits must be noted and young people attending the event are informed of their whereabouts.
- The location of the nearest phone must also be noted and checked that it is in working order. Numbers for the emergency services (local gardaí / hospital) should be displayed beside the phone.

If an accident then occurs during an event the following procedure should be followed:

- First Aid Officer assesses the injuries and attends to any injuries that he/she can and reassures the young person in their care.
- If further assistance is required the first aid officer will phone the emergency services, or organise to have the young person transported to the Hospital/Doctor's Surgery.
- In the event that somebody needs to be brought to the Hospital/Doctor's Surgery they must be escorted by two staff members/volunteers and the young person's parents must be informed immediately.
- If a young person has had a minor accident or has been sick but does not wish to leave it is our recommendation that their parents are contacted and informed and given the opportunity to speak to their child.
- As soon as possible after the incident the details should be recorded on an accident/incident report form which should be passed on to the designated person for storage. The fact that a report was written and passed on the designated person should be recorded in the report log book.
- In the event of a serious injury it is important that the other young people present are reassured about the person who was injured and that they are properly supervised and looked after while other members of staff / volunteers look after the injured person.