**First Aid Incidents.**

*For attention all HHD u3a members.*

Whenever or where ever a First Aid incident or accident occurs at **any** HHD u3a event (i.e. meetings, trips out or group activities) please report the circumstances to the Accident Book holder and the Executive Committee Secretary. The details to be included are:

A) Name of casualty and if possible, their address.

B) Time and date of incident.

C) Place/ address of incident.

D) Names of members offering assistance to casualtyand/ or witnesses if an accident e.g.an RTA.

E) Brief description of circumstances needing assistance e.g.“person fainted due to heat. Recovered after lying down “or “RTA. Hit by car crossing road. Ambulance called via 999".

F) Treatment given by HHD u3a member or bystanders/paramedics.

G) Final outcome.eg "able to continue with outing “or “taken to hospital by ambulance/taxi".

H) Any other relevant matters that should be recorded.

I) Name, address and telephone number of the HHD u3a member making the report.

The above information will be recorded in the official HHD u3a First Aid / Accident book, which will normally be held by Jeremy Weinstein.

All incidents reported will be discussed at the next Executive Committee meeting.

All HHD u3a members are covered by u3a Public Liability Insurance while engaging in u3a activitieswith the exception of “activities in any craft powered by an engine” and “potentially hazardous activities”. The information recorded will be of use in any subsequent insurance or legal matters.