

GUIDANCE FOR ACCIDENTS, INJURIES + MEDICAL EMERGENCIES 11 Jul 2023

This guidance is intended to help Leaders and others in the management of an accident, injury, or other medical emergency.

What to do:

If someone in your group experiences any of the above you should:

- Stay calm.
- First check that you and the person are not in any danger, and if possible make the situation safe.
- Identify anyone who has first aid training, and carry out basic first aid as necessary.
- If necessary call 999 or 111 for an ambulance when it is safe to do so.
- Give the emergency services as much information as possible about the person, their condition and also about your location, eg address and post code. Use What3Words if you can.
- If the person is conscious and if deemed necessary, ask them if they wish you to contact their next of kin or a named person.
- If the person is unconscious await the arrival of the emergency services who will take charge of the situation, including contacting the necessary people. If you have any emergency contact information, give it to them.

If someone is unconscious and breathing

- If the person is unconscious but breathing, and has no other injuries that would stop them being moved, place them in the recovery position until the emergency services arrive.
- Keep them under observation to ensure they continue to breathe normally and that their airway is not obstructed.

If someone is unconscious and not breathing:

- If the person is not breathing after the incident, phone 999 for an ambulance and start CPR immediately. Use only chest compressions if you are not trained to perform rescue breaths.
- Give the emergency services as much information as possible about the person, any medical condition, and medicines they take (if known), their address and any contact details available.

Suspected heart attack:

- Sit them down, on the floor if possible, make them as comfortable as possible and phone 999 immediately.
- If conscious, ask them if they are able to take aspirin. Give them a 300mg aspirin tablet to chew slowly. **(Do not give aspirin unless the person is fully conscious and able to verify it is safe for them to take it). Tell the paramedics.**
- If the person has any medication for an existing heart condition help them to take it.
- If available access a defibrillator as a precaution.
- Monitor them closely and check their breathing.
- If the person deteriorates and becomes unconscious, place in recovery position and open the airway, check their breathing. If not breathing start CPR. Re-alert the emergency services 999 that the person is now in cardiac arrest.
- If it becomes necessary, use the defibrillator following the instructions on the machine. The 999 service will advise you on this.

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How to help the ambulance crew:

These are the things you can do to help the paramedics:

- Give the emergency services as much information as possible about the person and the situation.
- Give clear information about your location, including postcode or GPS co-ordinates if possible. Alert them to any significant buildings or landmarks that are close by. Use What3Words if you can.
- Stay with the person until help arrives.
- Send someone to look out for the ambulance.
- If it is dark, turn on the lights and open the curtains or blinds.
- If you are in or near a vehicle, turn on the hazard lights.
- Call 999 again if the person's condition changes.
- Call 999 again if your location changes.
- If known, note down the person's name, GP and any medication they are taking.
- If known tell the paramedics about any allergies the person has.
- Pass on any information you have about next of kin or emergency contacts.

Following the incident:

Complete the u3a Incident Report Form and return it to the Group Co-ordinator or another member of the committee.

The **u3a Incident Report Form** is available via the website or as hard copy from the Secretary or Group Co-ordinator.

Upton & Lytchett U3a 24/04/2023 revised 11/07/2023

Guidance notes taken from nhs inform/nhs.uk.