**Emergency procedures for dealing with serious incidents/accidents during an orienteering event**

(These notes complement formal first aid training which the duty first aider will have previously received.)

**General**

1. First Aid for minor injuries are dealt with by the qualified First Aider on duty at the time of the incident. The person will be treated as soon as possible and recorded on a BOF incident report form.
2. Emergency procedures will be required if the injury is deemed to be:
3. More serious than a First Aider can deal with and the casualty requires professional medical care
4. The injured person has been reported by another runner and has not returned to the Finish or Event Centre.
5. **Procedure for an incident/accident which can be dealt with by a DOC First Aider**
6. Provide First Aid as soon as possible
7. All injuries have an element of shock. Treat for shock by keeping the injured person warm, reassured and sheltered from the elements.
8. Ensure that the injured person has someone to take them home if they are unable to drive.
9. The First Aider must record the details on a BOF incident report form ensuring the following details are included:

Casualty’s full name

Age

Gender

Address including phone numbers

Nature of the injury

First Aid treatment given

Post treatment advice given i.e. see G.P., go to A&E

1. A British Orienteering Accident Report Form must be completed by the First Aider and event organiser and sent to the club secretary and BOF within 7 days of the incident for all but the most minor injuries.
2. **Procedure for an incident/accident considered to be too serious for a DOC First Aider to deal with that require professional medical attention (e.g. emergency services)**

**Person has reported to the Finish/Event Centre**

1. The first aider should identify the extent of any injury or nature of the casualty’s condition.
2. Assess whether the emergency services need to be called, via 999 or 112, asking for ambulance services.
3. Provide First Aid as appropriate to any injuries or medical condition.
4. The priority is to maintain the airway, control any bleeding and reassure the casualty.
5. Treat the casualty for shock by keeping them warm and sheltered from the elements.

**DO NOT GIVE ANY FOOD OR DRINK.**

1. The first Aider should stay with the injured person at all times.
2. When put through to the ambulance service the first aider (or additional helper) will be asked a number of questions which you should be prepared for. The most important of these is the location of the event. You should have the grid reference ready, post code and What Three Words location.
3. Arrange for someone to direct the ambulance service from the entrance to the event of closest point to the casualty.
4. On arrival of the ambulance service the first aider must be prepared for a prompt handover stating clearly who the casualty is, what first aid has been given and any other health information that the casualty has been able to give you.
5. If possible, contact the next of kin (NOK) and pass relevant information as to which hospital the casualty has been taken to.
6. If the casualty has driven to the event alone arrangements may have to be made by the event organiser to remove their car from the competition car park.
7. Record all details of the casualty and treatment given and complete a BOF Accident Report Form as in A4 and A5.
8. **An injured person has been found in the event area**
9. Get as much information from the person reporting the incident: location, number of casualties injury, is the casualty conscious or unconscious, is the person alone.
10. Locate the rescue rucksack
11. Together with the event organiser, planner and controller assemble a rescue team of a minimum of three people to include:
12. First Aider
13. Navigator
14. Assistant
15. Determine whether, after treatment, the casualty can be escorted back to the event centre and, if required, transported to hospital. Take advice from the organiser, planner and controller about access to the location of the casualty.

Each person on the rescue team should take their own mobile phone (if they have one) and ensure they have the phone number of the event organiser grid reference, post code and What3Words location of the event before they leave.

1. Go to the location given either on foot or by vehicle depending on the terrain.
2. Carry out an assessment of the casualty.
3. The priority is to maintain the airway, control any bleeding and reassure the casualty.
4. Treat the casualty for shock by keeping them warm and sheltered from the elements.
5. Determine whether, after treatment, the casualty can be escorted back to the event centre and, if required, transported to hospital.

**What do you do if you find an injured person in the event area while competing?**

1. Shout or use your whistle to get help from at least one other orienteer
2. One person must stay with the casualty while the other goes back to registration to pass on information to the first aider on duty.
3. Keep the casualty calm and comfortable if they are conscious. If there is any extra clothing (cagoule etc.) use this to keep the casualty warm.
4. Keep your casualty talking to maintain consciousness and find out where the pain is, what type of pain they are suffering, any medical condition or allergies the casualty may have and medication they take.
5. If the casualty is unconscious, monitor their breathing. Place them in the recovery position if you feel it is safe to do so.
6. If they are not breathing normally be prepared to start CPR.