

## Devon Orienteering Club

### Emergency Procedures for Dealing with Serious Incidents/Accidents during an Orienteering Event

#### General

1. First Aid for minor injuries are normally dealt with by a qualified First Aider from the club at the time of the incident. The person will be treated as soon as possible and the incident noted in the clubs accident log book.
2. Emergency procedures would be required if the injury is deemed to be:
  - a. More serious than a First Aider can deal with or
  - b. The injured person has been reported by another runner and has not returned to the Finish or Event Centre.

#### Procedure for an incident/accident which can be dealt with by a DOC First aider

1. Provide First Aid (FA) as soon as it is possible.
2. All injuries have an element of shock. Treat for shock by keeping the injured person warm and located from the elements in a shelter.
3. Give warm drinks if advisable.
4. Ensure that the injured person has someone who can take them home if they are incapacitated from driving.
5. The first aider should make a note of the injured persons details and keep this in the clubs accident log book:
  - a. Name
  - b. Age/Gender
  - c. Address/Tel number
  - d. Next of kin (NOK) details
  - e. Nature of injury
  - f. Treatment given
  - g. Post treatment advice given (i.e. see a GP, go to A&E for an XRay).
6. Make notes of all actions taken in the club accident log book.

#### Procedure for an incident/accident deemed too serious for a DOC First aider to deal with

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

1. Provide as much First Aid (FA) as is possible with the FA equipment available.
2. The priority is to maintain the airway, stop any bleeding and reassure the injured person at all times.
3. In all cases ensure that the injured person is made aware of what is happening and that all possible help is being summoned to assist.
4. Treat for shock by keeping the injured person warm and located from the elements in a shelter. Do not give any food or drink at this time.
5. The first aider should stay with the injured person at all times.

6. Call 999 and ask for Ambulance Services.
7. When put through to Ambulance Services give the following details:
  - a. Name
  - b. Age/Gender
  - c. Nature of injury
  - d. Treatment given (if any)
  - e. Location of the event (may have to use a grid reference)
  - f. Brief summary of the incident/injury if asked for.
8. On arrival of the Ambulance Services hand over the injured person(s) giving as much information as possible in addition to that passed when the original 999 call was made.
9. If possible contact NOK and pass relevant information as to which hospital the injured person has been taken.
10. If the person has a vehicle, it may have to be moved/parked elsewhere. Car keys are normally handed in prior to runners competing.
11. Inform event organiser of what has happened.
12. Make notes of all actions taken in the club accident log book.

An injured person has been found in the event area

1. Get as much information from the person reporting the incident:
  - a. Location
  - b. Injury
  - c. Is person conscious or unconscious?
  - d. Is the person alone?
  - e. Are there more than one person injured?
2. Locate FA equipment rucksack
3. Get a team together to consist of (minimum):
  - a. First Aider
  - b. Navigator
  - c. Assistant
4. Inform event organiser of what has happened. Take any advice they may have about access to the location of the injured person.
5. Go to the location given. This may be by foot or vehicle depending on the terrain.
6. When the injured person is found, provide FA as soon as possible.
7. The priority is to maintain the airway, stop any bleeding and reassure the injured person at all times.
8. In all cases ensure that the injured person is made aware of what is happening and that all possible help is being summoned to assist.
9. Treat for shock by keeping the injured person warm and located from the elements in a shelter.
10. The first aider should stay with the injured person at all times.
11. If the injury is serious then the Ambulance Services should be summoned. Call 999 and ask for Ambulance Services.
12. When put through to Ambulance Services give the following details:
  - a. Name
  - b. Age/Gender
  - c. Nature of injury
  - d. Treatment given (if any)

- e. Location of the event (may have to use a grid reference)
  - f. Brief summary of the incident/injury if asked for.
13. On arrival of the Ambulance Services hand over the injured person(s) giving as much information as possible in addition to that passed when the original 999 call was made.
  14. If possible contact NOK and pass relevant information as to which hospital the injured person has been taken.
  15. If the injury can be dealt with by the First Aider on site then arrange for the injured person to be taken back to the Event Centre once treated. This may be by stretcher or vehicle depending on the location and terrain.
  16. If the person has a vehicle in the Event Centre, it may have to be moved/parked elsewhere. Car keys are normally handed in prior to runners competing.
  17. Return to the Event Centre and inform the organiser of actions taken.
  18. Make notes of all actions taken in the club accident log book.
  19. Complete the BOF Incident Form and send to BO National Office within 1 week of any incident/accident, for insurance purposes.