# Activity Incidents & Injuries Guidelines

The following guidelines refer to an accident or injury occurring when away on events or trips and other activities.

While it is difficult to describe a procedure that will fit every circumstance, these are the key points you should follow:

**INCIDENT/INJURY**

Please inform us in the following order (If you are unable to get through please try the next number on the list)

**HOME & AWAY**

1.SU sport office 01905 543220

2.SU mobile 07530865091

3.SU Welcome Desk 01905 543210

4. In emergency & out of working hours Worcester Uni Security 07977973956

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**IF ON UW FACILITIES**

Inform Sports Centre Reception

01905 542333

All activities must have a nominated **responsible** person in attendance; they are there to take charge and assess initially in the event of an incident or injury. This could be a first aider, qualified first aider, Society/Club Committee member, coach, member of event staff etc.

**No injured student is left on their own**

**Ensure important belongings (Wallet, phone etc...) are not separated from the student if they are hospitalised**

Incident report form needs to be completed and returned to the SU within 24 hours

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MINOR INJURY/INCIDENT

Treated onsite without further medical treatment needed

MAJOR INJURY/INCIDENT

Call Paramedic

Please inform us in the following order (If you are unable to get through please try the next number on the list)

01905 54 3220

01905 54 2113

In emergency & out of working hours Worcester Uni Security 07977 973956



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