



**For better
mental health**

ACCIDENT POLICY

In the event of an accident in a Richmond Mind premises, it is important to check and assess the area that the person is in to ascertain whether or not it is safe to enter.

REMAIN CALM AND NEVER PUT YOUR OWN SAFETY AT RISK.

DEALING WITH THE ACCIDENT

1. If professional help is needed ensure that assistance is called immediately:

999 –AMBULANCE

It is vital at this point to be able to give the victim's home address as well as the address where the accident happened; also be able to name their next of Kin, their G.P. and their Mental Health Team Key Worker if known.

Call the senior person on duty (all senior staff on-site have undergone training in-line with Health and Safety recommendations.)

2. Whilst waiting for assistance and only if you feel sure of what you are doing apply appropriate First Aid.
3. If you feel unsure of what to do keep the person still, warm and comfort and reassure them that help will be arriving soon.
4. Do not give a person any food or drink if you are waiting for an ambulance – they may need immediate hospitalisation and investigations/surgery etc.
5. Stay with the person and monitor their progress. If you did not see what happened, try and establish this from others who may have witnessed the accident.
6. Ensure that the immediate area surrounding the injured person is cleared as soon as possible – ask others to do this. The injured person should be easily accessible for the ambulance personnel/nurse/doctor to make initial assessment.
7. Other people should be encouraged to leave the area – reassure them that help has been called. Crowds of people around an injured person can be distressing for everybody concerned. Keep the area calm and quiet.



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AFTER HELP ARRIVES

1. When professional help arrives give as much relevant information about the person as you can, eg. what happened, what time it occurred, progression of events etc.
2. If the person needs to go to the hospital, find out which one. You may need to call friends/relatives to inform them of what has happened.

GENERAL ISSUES

1. In the case of body fluid spillage the area should be cleaned up afterwards using a SPILACS and recommended cleaning material. The area must be clear of body fluids and debris.
2. The accident must be recorded in the Accident Book by the senior person on duty outlining what happened and how it happened and the course of events and action taken afterwards etc.
3. Accidents will be reported to the Executive Committee and Sub-Committee as soon as possible.
4. If anybody feels that the accident could have been avoided this should be reported to the senior person on duty and attempts to resolve this should be made – if no resolve can be established then further advice should be taken from the Executive Committee and Sub-Committee.