

# SKAC35 (SQA Unit Code - FA3J 04)

## Deal with accidents and emergencies



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### Overview

Play, sport and recreation always involves an element of challenge and risk, and accidents will happen from time to time. Other emergencies, such as fires, may also occur. It is very important that all members of staff are competent to deal with accidents and emergencies so that the welfare of children and colleagues is maintained.

The unit is divided into three parts. The first part describes the two things you have to do. These are:

1. deal with injuries and signs of illness
2. follow emergency procedures

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in this unit.

This unit is for staff working in sport and activity facilities.

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### Performance criteria

*You must be able to:*

#### **Deal with injuries and signs of illness**

- P1 remain calm and follow your organisation's procedures
- P2 protect the casualty and other people involved from further risk
- P3 call for qualified assistance that is appropriate to the casualty's condition
- P4 provide reassurance and comfort to those involved
- P5 give the qualified assistance clear and accurate information about what happened
- P6 follow the accident reporting procedures, as required

*You must be able to:*

#### **Follow emergency procedures**

- P7 give the people involved in the emergency clear and correct instructions
- P8 carry out your role in the emergency procedures calmly and correctly
- P9 maintain the safety of the people involved
- P10 follow the correct procedures for reporting the emergency
- P11 report any problems with the emergency procedures to the relevant colleague

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### Knowledge and understanding

*You need to know and understand:*

#### **For the whole unit**

- K1 the values or codes of practice relevant to the work you are carrying out
- K2 the importance of dealing with accidents and emergencies promptly, calmly and correctly

*You need to know and understand:*

#### **Deal with injuries and signs of illness**

- K3 the types of injuries and illnesses that may occur in your area of work
- K4 how to deal with these before qualified assistance arrives
- K5 how to decide whether to contact the on-site first aider or immediately call the emergency services
- K6 who is the on-site first aider and how to contact them
- K7 the procedures you should follow to contact the emergency services
- K8 why it is important to protect the casualty and others involved from further harm
- K9 the procedures you should follow to protect the casualty and others
- K10 why it is important to provide comfort and reassurance and how to do so
- K11 your responsibilities for reporting accidents and the procedures you should follow

*You need to know and understand:*

#### **Follow emergency procedures**

- K12 the emergency procedures in your place of work for fires, security incidents and missing persons
- K13 what instructions you must give to the people involved
- K14 your organisation's reporting procedures for emergencies
- K15 the types of problems that may occur when you are carrying out emergency procedures, why you should report them and who you should report them to

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### Additional Information

#### Scope/range related to performance criteria

1. **casualty**
  - 1.1. adult
  - 1.2. child
  - 1.3. person with particular needs
2. **qualified assistance**
  - 2.1. your organisation's first aider
  - 2.2. emergency services
3. **condition**
  - 3.1. minor injury that can be dealt with onsite
  - 3.2. minor illness that can be dealt with onsite
  - 3.3. major injury requiring medical attention
  - 3.4. major illness requiring medical attention
4. **people involved**
  - 4.1. adults
  - 4.2. children
  - 4.3. people with particular needs

### Glossary

#### **Casualty**

The person – child or adult – who has suffered the injury or illness

#### **Emergency**

Any situation that immediately threatens the health and safety of children, staff or yourself

#### **Emergency services**

Usually the ambulance service

#### **Missing persons**

For example, children going missing during play sessions

#### **Other people involved**

These may be other members of staff or other children or staff apart from the casualty

#### **People with particular needs**

For example, people with disabilities or medical conditions which may mean they need special attention following accidents and emergencies

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#### **Qualified assistance**

Someone who has a recognised first aid qualification or the emergency services

#### **Links to other NOS**

This unit links closely with unit SKAC21

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**Suite** Sport and Active Leisure

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