

T&DCC Detailed procedure to follow in case of an accident or medical incident.

1. Pre ride briefing, and nomination of first aiders when available and “000” coordinators.

At the beginning of the ride, following the pre-ride briefing by the ride manager, the ride manager should confirm a person when one is available that will carry out the first aid duties, and an assistant when one is available, plus a “000” coordinator, whose task it will be to ring the ambulance in case it is needed. Usually, the first aider will be one of our riders with first aid experience. A second person with first aid experience can act as an assistant to the first aider. In the case no first aider is available on the ride, this should not stop the ride from going ahead as any participant can act as a first responder. The first person on the scene should act as first responder until nominated persons arrive. Ensure all riders have read the **RISK WARNING** on the sign on sheet. (See Notes 1, 2 & 5).

2. Determination of severity of an accident or medical incident

In case an incident occurs, then the first aid person or first responder should determine the type of incident, and then determine if it is a first aid matter, a severe injury incident, or a medical incident, and then give appropriate aid. The first aider should determine if an ambulance should be called. If it is a low-level injury go to section 3. If it is a high-level injury, then go to section 4. If the incident is a medical episode unrelated to an accident go to section 5. (See notes 1 & 5).

3. Response to a low-level injury that does not require an ambulance.

If a low-level injury is sustained then the first aider or first responder should render assistance, then decide if the injured person is able to continue the ride. If the rider cannot continue, then the ride manager should organise for the person and their bike to be transported home. See section 7. There is no need to fill out the incident report form if there is no need for medical treatment. (See notes 1, 2 & 5).

4. Response to a high-level injury.

If the rider has become unconscious or suffered severe injuries during the incident, the first aider or first responder should arrange to call an ambulance. Our first aiders advice to us is to call the ambulance whenever a person becomes unconscious, then follow the instructions of the call centre operator, and keep on the line till the ambulance arrives. Do not move the patient as this may cause serious internal injury, the triple “000” call centre will advise us not to move the person. When a nominated first aider or “000” coordinator is not present then the first responder should take over those duties. If needed, the ride manager should try and access a defibrillator from the sources listed below at note 4, and appoint a marshal to clear bystanders, control traffic, and guide the ambulance to the site. The ride manager should notify the emergency contact as at section 6. (See notes 1, 2, 4 & 5).

5. Response to a medical episode.

If the rider has a medical incident, that is not related to an accident such as becoming unconscious, has trouble breathing or signs of distress, the first aider or first responder should arrange to call an ambulance. Our first aiders advice to us is to call the ambulance whenever a person becomes unconscious, then follow the instructions of the call centre operator, keep on the line till the ambulance arrives. Do not move the patient as this may cause serious internal injury, the triple “000” call centre will advise us not to move the person. When a nominated first aider or “000” coordinator is not present then the first responder should take over those duties. If needed, the ride manager should try and access a defibrillator from the sources listed below at note 4 if needed, and appoint a marshal to clear bystanders, control traffic, and guide the ambulance to the site. The ride manager should notify the emergency contact as at section 6. (See notes 1, 2, 4 & 5).

6. Inform the emergency contact person from the sign on sheet about the incident.

If the person is taken to hospital or has sustained substantial serious injuries, then a selected member of the Executive Committee present should advise the emergency contact listed on the sign on sheet. In cases where no emergency contact is available on the ride sheet, then the local police should be informed if a person is severely injured or killed, if the incident involved a vehicle, then the police will be automatically involved. (See note 3).

7. Arrange transport for person and bicycle if needed

If the person is no longer able to ride and is not taken to hospital, then the ride manager should arrange for them to be taken to the location of their choice along with their bicycle. If the person is admitted to hospital, then they should arrange for their bicycle to be taken to their home or another member’s home for safekeeping. In situations where a retrieval vehicle is not available, a nominated member of the ride should wait with the member/bicycle while another member should ride back and return to pick up the injured member/bicycle with their vehicle. (See note 2).

8. Fill out accident and hazard report form.

In the case of a serious accident or medical incident the ride manager should fill out the accident and hazard report form and forward it to the Secretary. In case the ride manager is involved in the incident, See Note 2.

9. Follow up with family and persons who gave assistance.

The club committee officers should consult & determine which member of the committee should follow up with the person or family. For example, a friend of the family. In all incidents, thank all those on the ride who gave assistance. See note 3.)

Note 1. In cases where no first aider is present, then the ride manager² should have the “000” coordinator or the first responder call the ambulance and try and get help from people nearby if no one in the group can perform first aid or CPR.

Note 2. In cases where the ride manager is the rider involved in a serious incident, then another ride manager from the club should take over their role.

Note 3. An appropriate member of the committee present should contact the person who is the emergency contact.

Note 4. Defibrillators are available at National Parks office in the MSCA, clubs, shopping centres etc.

Note 5. When the nominated first aid person or the “000” coordinator is not close to the incident then the first rider or person on the scene should act as the first responder and give assistance until further help arrives.