

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

1. Pre ride briefing and nomination of first aiders.

At the beginning of the ride following the pre-ride briefing by the ride leader, the ride leader shall confirm a person who will carry out the first aid duties and another person and their assistant, 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 registered nursing experience. If they are not available, then another person from the group with first aid training should be nominated to perform the task of first aider. A second person who has had first aid and CPR training can act as an assistant to the first aider.

2. Determination of severity of an accident or medical incident

In case an incident occurs, then the nominated first aid person should determine the type of incident, and then determine if it is a first aid matter, or if it is 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 point 3. If it is a high-level injury, then go to item 4. If the incident is a medical episode unrelated to an accident go to section 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 should render assistance, then decide if the person is able to continue the ride in conjunction with the affected rider. If the rider cannot continue then the ride leader 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

4. Response to a high-level injury.

If the rider has become unconscious or suffered severe injuries during the incident, the first aider should advise the "000" coordinator 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. The ride leader should notify the emergency contact on the sign on sheet as at section 6. If not able to do so, a senior member of the club shall fulfill the role. Go to section 6

5. Response to a medical episode.

If a rider has a medical episode that is not related to an accident such as becoming unconscious, or has trouble breathing or other signs of distress, while either on or off the bicycle, then the first aider should immediately provide aid, and have the nominated person call triple "000". The ride leader should notify the emergency contact on the sign on sheet. If not able to do so, a senior member of the club shall fulfill the role. Go to section 6. And section 7 for bicycle retrieval.

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

If the person is taken to hospital or has sustained substantial injuries, and needs to see a doctor, then advise the emergency contact from the sign on sheet of the situation. 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, or the incident involved a vehicle, then the police will be automatically involved and endeavour to find a contact.

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 arrange for them to be taken to the location of their choice along with their bicycle. If the person is admitted to hospital, then 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 shall ride back and return to pick up the injured member/bicycle with their vehicle.

8. Fill out accident and hazard report form.

The ride leader should fill out the accident and hazard report form and forward it to the Secretary. If the ride leader is not able to fill out the form, then a member of the executive committee shall be given the details so as to be able to fill out the form.

9. Follow up with family.

Follow up with cyclist and family after the accident or medical incident check on their welfare.