

GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

- Stay calm but act swiftly and observe the situation.
- Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first-aider or group leader who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services dialling 999 or 112 from a mobile as it will record your location.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer or named contact.
- Check member records for notification of medical conditions and notify hospital/emergency services if necessary.
- Complete an incident/accident report form.