



## 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 a first aider who should take appropriate action for minor injuries.
  - Darren Hill
  - Richard Cooper
  - Adam Burchnall
  - John Smith
  - Mick Whitmore
  - Neil Whitmore
  - Paul Mangan
- In the event of an injury requiring specialist treatment, call the emergency services.
- 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.
  - Contact details in folder in kitchen
- Complete an incident/accident report form.
  - Incident/ accident report form in kitchen