



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 who should take appropriate action for minor injuries.
- ◆ 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.
- ◆ Complete an incident / accident report form.