

## **Guidelines for Dealing with an Accident/Incident**

- Stay calm but act swiftly and observe the situation.
- Make sure the area is safe.
- Ensure that injured and first aiders are not at risk of further injury.
- 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.