



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.
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