

## **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.