

## **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.**