



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 a 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 services.
- Contact the injured person's parent/guardian.
- The accident should be fully recorded in the accident book.

This procedure highlights the steps to be taken in the event a child becomes ill during a session.

- The child should be moved to a quiet area and observed for any further developments.
- Contact the parent/guardian identified on the child's information form.
- If the contact is available, advise them of the situation and ask them to collect the child from the session. On collection, give them information on the symptoms and reactions of the child.
- If the contact is unavailable, then the child should be assessed until the end of the session and kept in a quiet environment. At the end of the session give all the information regarding the situation to the adult collecting the child.
- The incident should be fully recorded in the incident book.
- If the situation warrants more immediate action, then both the parent/guardian and the emergency services should be called.