

ACCIDENT AND EMERGENCY PROCEDURE (FORM A1)

Serious Accident/Emergency

e.g. requires outside assistance – doctor/Hospital, mountain rescue etc.)

- Establish nature and extent of emergency.
- Ensure your own safety and that the rest of the group are accounted for, safe and supervised.
- Provide urgent first aid required to preserve life and prevent situation worsening.
- Assign other roles/responsibilities to other staff and group members.
- Agree who will be responsible for notifying Emergency Services.
- Ensure NO unauthorised telephone calls – prevent use of mobile phones etc.

Can the Emergency services be contacted by phone from the scene of the accident?

No

Yes

Send responsible persons (preferably more than one) with written message

- Give incident details inc. precise location (use accident report form in first aid).
- Ensure messengers have directions where/how to locate phone/access help.
- Instruct action to take afterwards.

Phone Emergency Services

- Give incident details inc. precise location.
- Clarify action already taken.
- Agree what action is planned/required.
- Do not change plans without further notification.
- Ensure services can locate and access site

Phone Overall Group Leader (if not already present) – see telephone numbers overleaf

- Give full details, as above for Emergency Services.
- Agree staff roles/responsibilities and strategy for safe evacuation/return of casualty and group.
- Decide who is responsible (usually Group Leader) for further notification e.g. Headteacher.
- Check contact details and agree contact times. Do not change plans without further notification.

Evacuate casualty to doctor/hospital, accompanied by responsible adult.

- Ensure adult has money, medical forms, and can contact and be contacted (e.g. check mobiles).

Ensure continued supervision, support and reassurance for all group members.

- Abort activity if appropriate, and return to base with rest of group.

Do not allow staff or anyone in the group to contact or give statements to the Media

- Do not divulge name of casualty. Do not admit or sign anything or discuss legal liabilities
- Do not give interviews/statements - refer all enquiries to the LA Press Office (see overleaf).

The Overall Group Leader (or delegate) should notify the following a.s.a.p. (in an order appropriate to the circumstances – keep a record of the time contact is made):

- Other group leaders involved on the visit
- Emergency Home Contact (s)
- Headteacher/Manager (or Deputy, if not available)
- Parents (N.B. normally this is the role of the Emergency Home Contact/Manager)
- The manager of the accommodation base (if applicable)
- Tour Operator/Reps (especially if abroad)
- Insurance company (especially if abroad)

Record full written details of the incident as soon as possible afterwards

- Include names, addresses, signatures and statements of any witnesses
- Keep any equipment involved in the incident for any subsequent enquiry (photos may also help)
- Notify other relevant personnel e.g. LA, HSE, Police, Embassy (if abroad) – see list overleaf