

GUIDELINES FOR DEALING WITH AN INCIDENT

- ACT SWIFTLY BUT CALMLY. ASSESS WHETHER THERE IS A RISK OF FURTHER INJURIES AND LISTEN TO WHAT THE INJURED PERSON IS SAYING.
- THE FIRST AIDER SHOULD TREAT MINOR INJURIES. THE EMERGENCY SERVICES SHOULD BE CALLED IF SPECIALIST TREATMENT IS NEEDED.
- WAIT FOR THE EMERGENCY SERVICES BEFORE MOVING SOMEONE WITH MAJOR INJURIES.
- MAKE SURE THE REST OF THE GROUP ARE PROPERLY SUPERVISED.
- CONTACT THE INJURED PERSON'S PARENT OR GUARDIAN.
- FILL IN AN INCIDENT REPORT FORM (APPENDIX H).