**GUIDELINES FOR DEALING WITH AN ACCIDENT/INCIDENT**

* 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/guardian
* Complete an incident/accident report form
* Follow up with injured person or their parent to check on current condition