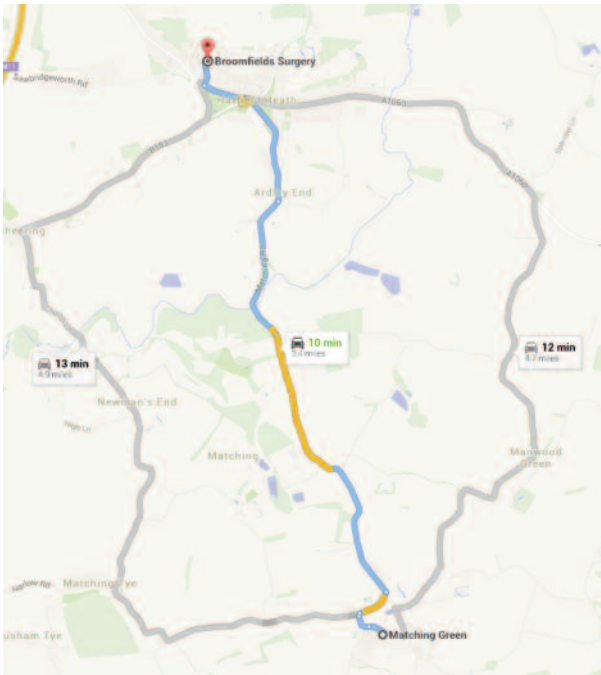
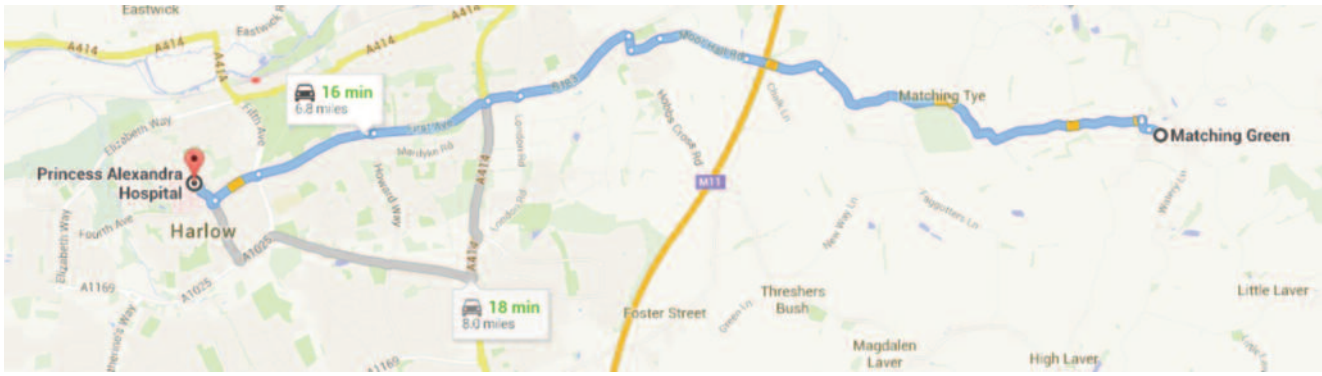
Guidelines for dealing with an Incident / Accident

Local doctor's surgery
Eden Surgeries, Broomfields,
Hatfield Heath CM22 7EH
Directions (right):



Local hospital
Princess Alexandra Hospital,
Hamstel Road, Harlow CM20 1QX
Directions (below):



- Stay calm but act swiftly and observe the situation.
- Is there a risk of further injury?
- Listen to what the injured person is saying.
- Alert the qualified First Aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services – 999.
- The telephone number for NHS Direct is: 0845 46 47 or see www.nhsdirect.nhs.uk
- Deal with the rest of the group and ensure that they are adequately supervised and safe.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent / carer / guardian.
- Complete an Incident / Accident Report Form.