



It is essential that all Church personnel (i.e. clergy, religious, lay volunteers and/or staff) are familiar with the procedures outlined below. If a child has an accident and sustains injuries when attending a Church activity or event, these procedures should be followed:

1. Assess the injury and reassure the child. If the injury is severe or the child has lost consciousness, please contact the emergency services immediately by phoning 999 or 112. You can phone 112 from a mobile that has no credit and even from a phone that has no SIM card. The 112-emergency number is a European number that can be called from anywhere within Europe.
2. If the emergency services are to be called, then contact with the child's parents or guardians must be made urgently. Contact information should be found on the Child – Guardian Joint Consent Form.
3. If the parents/guardians are not available, it may be necessary for a leader to travel with the child to the hospital. Where medical treatment is required Church personnel may be asked about known allergies and/or existing medical conditions. Again, this information should be found on the completed Joint Consent Form.
4. If the injury is minor, local application of treatment should be available from the First Aid Box. There should be a fully stocked box to hand at all Church related activities or events. Remember to make a note of what has been used from the First Aid Box so that it can be replaced at the earliest opportunity.
5. Under no circumstances should any medication be given to a child.
6. The Prior/Parish Priest should be informed of developments having contacted the parents/guardians.
7. As soon as possible after the accident write-up a report using the Accident – Incident Report Form. Once completed, this form should be treated as a confidential document and stored in a safe place in line with data protection requirements.
8. Always inform the parents/guardians of any accident that has occurred involving their child, regardless of how minor you consider it to be. It is good practice to give a copy of the Accident/Incident Report Form to the parents/guardians.

End.