



First Aid Emergency Procedures

Review Date: January 2020

Emergency Procedures

All staff, volunteers and participants will be briefed on what to do in the case of an emergency.

A whistle will be blown as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions.

The Forest School Leader will assess the situation, the nature and extent of the injury/accident. They will ensure the rest of the group are safe from danger and adequately supervised.

An accident form will be completed later.

A RIDDOR record will be created, along with an Accident report for any death, serious injury or 7 day injury.

In the event of an injury:

If anyone sustains an injury or illness which cannot be treated by first aid on site and requires medical assistance:

- In serious cases, the Emergency Services will be contacted (see below) using the emergency phone carried by the Forest School Leader. Then the school will be notified. The school office will be responsible for contacting the injured party's emergency contact.
- The rest of the group will be supervised away from the incident and if in danger, will be moved to safety
- One member of staff from school will meet the ambulance at the school entrance and direct the crew to the incident site.
- If the injured party is taken to hospital, one member of staff will go with them and the injured party's emergency contact will be updated about the situation by the school office staff.
- In minor cases, the Forest School Leader will arrange to contact the injured party's emergency contact so that they can be collected and taken to hospital, doctor or home – as appropriate.

Emergency Contact Numbers:

Ambulance/Fire Brigade = 999

Requesting attendance by Emergency Services

Dial 999 and ask for ambulance or fire brigade. Be ready with the following information:

Forest school address – Acorn Lodge, Leigh, Dorset

Forest School post code – DT9 6JQ