BiG Guidelines for dealing with an incident/accident

✓ 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/carer.

✓ Complete an incident/accident report form.