



## Responding to Accidents/Incidents

If a child has an accident and injures himself/herself whilst attending a Carmelite run event, the following 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 or from a phone that has no SIM card. The 112 emergency number is a European emergency number and can be called from anywhere in Europe.
2. If the emergency services are called, contact with the child's parents/guardians must be made urgently. If the parents/guardians are not available, it may be necessary for a leader to travel with the child to the hospital.
3. If the injury is minor, local application of treatment should be available from the First Aid Box. Under no circumstances should any medication be administered to a child.
4. As soon as possible after the accident, write up a report using an Accident/Incident Report Form. Once completed, this form should be stored in a safe place, in line with data protection, and treated as a confidential document.
5. Always inform 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 form to the parents/guardians.
6. Keep blank copies of the accident/incident form with the first aid box so that it can be easily completed in the event of an emergency.