

# Accident and Emergency Guidance

In the event of an accident or emergency

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying
- If the injury is minor, alert your first aider to take appropriate action
- If the injury requires 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 services
- Contact the injured person's parent/carer
- Complete an incident/accident report form

This information is being provided as a guide and has been taken from the St Johns Ambulance Approved Code of Practice.

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## **Accident/emergency contact information**

Nearest Accident and Emergency Department:

Queens Medical Centre  
Derby Road,  
Nottingham, NG7 2UH  
0115 924 9924

For advice about injuries or accidents of a less severe nature, please call:  
NHS Direct on 111

On witnessing an accident or emergency, please ensure you complete an accident report form and hand to a member of the committee.