



## **Bicester & North Oxford CC**

### **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 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 (Details shown below).
- 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.

**CALL 999 for Ambulance Service for all major injuries.**

**For Minor Injuries Bicester Community Hospital's telephone number is 01869 604000**

**Bicester Health Centre's 24 hour telephone number is 01869 249333**