

SERIOUS ACCIDENT PROCEDURES EX D8

PARTY LEADERS

These procedures are for use in the event of a serious accident or incident occurring during an off-site excursion.

When away from immediate support, ALL leaders should carry a copy of these procedures and other appropriate information (telephone numbers for example) on their persons whenever possible.

When away from Orkney Form EX D9 will also be taken.

It is essential that these procedures are implemented as quickly and efficiently as possible in order to facilitate help and support for pupils, parents/guardians and staff.

DEFINITIONS

A serious accident or incident is defined as one which involves –

- any accident to a party member (*defined as, but not exclusive to, an injury leading to loss of consciousness, any fracture, any potentially life threatening blood loss or any cessation of breathing*) ; an injury requiring OVERNIGHT detention in a medical facility or;
- any incident (*defined as an incident which might raise public interest or alarm, – e.g. rescue from potential drowning*) which might involve press or media or;
- the **attendance** of any public emergency service – (*e.g. lifeboat, police, fire service, etc.*) or;
- any criminal, or indecent act, or offence against, or in the presence of, a party member.

Dangerous occurrences are dealt within accident and incident reporting.

FIRST RESPONSE – CARE OF THE GROUP

- Ensure that all group members are safe and protected from further danger.
- Ensure that steps have been taken to locate and rescue anyone who is missing, and medical care and hospitalisation is arranged for anyone who is injured. Provide only such immediate First Aid as you have been trained to do.
- Ensure that appropriate steps are taken with regard to the welfare of all the party and others affected.
- Even if an accident or incident has not led to injury but has involved the press or media, or is likely to do so, it is important that you inform your Home-base contact. In the event that the Home-base contact is not available, follow the procedure overleaf as soon as possible.
- Do not let party members telephone home until well after contact has been made with the Home-base contact, the establishment, the Service or Council offices.
- You **MUST NOT**, under any circumstances, speak to the press or media other than to refer them to the Communications Officer of Orkney Islands Council. This applies to all party members, including leaders.

MAKING HOME-BASE CONTACT

Inform your Home-base contact as soon as possible. Indicate clearly that it is an emergency, and say -

- where you are,
- what has happened,
- who has been involved,
- what has been done so far,
- your telephone exchange and number and, if possible, a second contact number.

If you cannot speak to the Home-base contact then telephone the Service in Kirkwall - telephone **01856 873535**. Indicate clearly that it is an emergency and ask to speak to a Senior Education-staff member or the Educational Resources Officer, extension 2421. If there is no response or reaction seems inadequate, make contact with any of the following (obtain numbers from office):

Mr. W L Manson, Director of Education Office 2401
Mrs Karen Greaves, Acting Assistant Director Office 2401
Mr. P Diamond, Assistant Director Office 2401

IN CASE OF A FATALITY – FOLLOW THIS PROCEDURE

- In the United Kingdom notify the Police as soon as possible. Give them details of what has happened and what you have done so far. They will take all necessary statements and notify the next of kin if this has not already been arranged through your Home-base contact.
- In foreign countries the procedures will vary. Local Police should be able to advise. If in doubt follow United Kingdom procedures until told to do otherwise by an appropriate official of the country concerned. In addition, notify the British Consul in the country concerned.
- Ensure that you retain all equipment involved in an accident or incident in an unaltered condition, unless it is required by the Police. Do not touch or move any equipment unless authorised by the Police, unless required to do so in the interests of safety or if, as a result of circumstances, it may be lost. If the Police take any equipment into custody please note where it goes and obtain a receipt if appropriate.

FINALLY

- Allow no 'outsider' to talk with any leader or party member without a reliable witness being present.
- Prepare a short statement to read to any parent, guardian or official who enquires about the incident
- Be as helpful and compassionate as possible with any parents or guardians involved
- In all cases keep a careful written record of facts, including times, events and circumstances - retain this record until all matters are finally settled. Write this as soon as possible after the event and include a sketch as appropriate.
- **DO NOT ADMIT LIABILITY OF ANY SORT**

NOTES ABOUT THE USE OF MOBILE TELEPHONES

Obviously, the mobile telephone may be the preferred choice to make contact with emergency services or, indeed, your home base. However, it is generally unsatisfactory to rely entirely on a mobile telephone (cell phone) during an emergency, as the signal may become unreliable, the battery unusable or service credit run out. Also, emergencies often require calm and considered thoughts, a writing surface and a return call from the home contact. Experience has shown that trying to return calls to cell phones is often very unsatisfactory, sometimes leading to frustration and anger. Once contact is established with emergency services or the home support, then it is preferable to establish a base with a fixed landline and even a fax machine.

You must control how party members use their mobile phones after an accident or, even, during an incident. Again, experience suggests that party members will very quickly telephone their friends and relatives after an incident and this has often lead to information leaking to people who may best be unaware of the circumstances. Certainly those closest to any victim will require correct information as soon as possible but this is best delivered by the home-base contact or, in serious circumstances, the Police.