

St Peter's School Accident Report Form

In the event of your group being overdue for any reason or you are likely to get to your campsite when it is dark you must contact your supervisor as soon as possible.

In the event of any accident or illness fill in this form and take it with you to a telephone. Telephone your supervisor as soon as possible. Remember to SPEAK SLOWLY AND CLEARLY.

Group Name	
Where are you phoning from? Include a grid reference.	
Telephone number you are calling from:	
What is the name of the injured person?	
What is their injury?	
What time did the accident occur?	
What treatment has been given to the casualty?	
Where exactly is the casualty? Give a grid reference and local features.	
How many people are with the casualty?	
What are the weather conditions at the scene of the incident (visibility)?	

Before you leave for help make sure that:

- The casualty and the group left behind are safe where they are. If not move them before you leave.
- Make sure the group will be warm. Erect tents for shelter and put on plenty of warm clothing.
- Be sure that the group going for help have food, water, torch, map, compass and tent (if appropriate). Make sure everyone knows the route the messengers are going to take.
- The group left behind must be ready with whistles & torches to attract attention in misty or dark conditions.
- Do not panic - help is coming!

St Peter's School Accident and Emergency Procedure

Prevent further injury to the casualty or group

GIVE FIRST AID

YOU HAVE A DECISION TO MAKE –
If it is a minor accident and you would not injure the casualty further, or put the rest of the group in danger, can you walk to the nearest telephone or access point?

No

We need help

Complete the Accident Report Form.

THE GROUP DIVIDES

Two people go for help with the Accident Report Form

Telephone your supervisor. In a severe emergency, telephone the emergency services and then your supervisor.

Your supervisor and teachers will manage the incident.

The remainder of the group stay with the casualty.

Protect the casualty and group from the weather.
Reassure and comfort the casualty
Continue with treatment.
Make the site visible

Yes

We can all walk

Walk slowly to the nearest telephone and phone your supervisor.

Monitor the casualty.

If the casualty is in pain or is getting worse stop and then get help.

Useful Telephone Numbers

These will be provided on the day of the expedition.

Write them below: