

# Incident, First Aid & Emergency Provision

The Forest School Leader is responsible for managing any emergency or incident that occurs during a Forest School session.

All staff, volunteers, and learners will be briefed on what to do in case of an emergency.

A fully charged mobile phone should be carried at all times and all relevant phone numbers should be stored for easy access.

An accident/incident book will be present at all Forest School sessions.

## Procedure

A whistle will be blown multiple times as a signal to stop and find the nearest staff member/volunteer ready to hear instructions.

The Forest School Leader will assess the situation.

If the Leader thinks that it is required, the rest of the group will be removed from any danger and will be supervised in the **'safe zone'**

The Leader will attend to the accident or incident, and an accident form will later be completed.

Should the Forest School Leader become injured and require first aid, then a first aid trained member of staff or volunteer will be in charge.

If there is no other first aid trained person present, then emergency services should be contacted (if required) and the learners removed to the **'safe zone'**

**Safe Zone:** Inside one of the wooden outbuildings. Learners can be kept busy with books, games, puzzles, etc.

## Missing Child & Unwanted Visitors

Should a child go missing during one of the sessions, all other children will be gathered in the 'safe zone'. As many adults as can be spared will search for the child. If they cannot be found, then the emergency services and parents/guardians will be notified.

The Forest School Leader will approach unwanted visitors to determine their reasons for being there. If the situation is deemed unsafe, then everyone will gather in the safe zone and the emergency services contacted if needed.

## **First Aid Provision**

Each Forest School session will have a qualified first aider present.

A first aid kit will always be on site at every session. If any items are used during a session they will be replaced before the next session, so that there is always a fully functioning first aid kit available.

Minor bumps, bruises, scrapes, and cuts can be dealt with on site, but for more serious injury or illness, see the emergency and incident management below.

### **Current staff qualified in First Aid:**

Caitlin Howells – Field of Joy Director

Oona Stonestreet Whiteman– Forest School assistant

Amy Ross – Staff Member

Matt Hewes -staff member

Sonia Mant- Volunteer

## **Serious Incidents & Accidents**

In the event of a serious injury:

- All uninvolved learners will be removed from the immediate area and gather in the **'safe zone'** with staff/volunteer supervision.
- A qualified first aider will administer appropriate treatment if they feel able to.
- Another staff member/volunteer will make sure the main gate is fully open and no obstacles have been left on the track, so that emergency services have easy access to the field (this may mean leaving the 'safe zone' unsupervised for a few minutes if there are no other adults present).
- Emergency services will be contacted as soon as possible using the information provided on the next page.

- Parents/guardians will be contacted as soon as possible after the emergency services.
- An accident form will be filled out after the incident.

## Information for the Emergency Services

**ADDRESS:** FIELD OF JOY  
CATCHBACK LANE  
REEPHAM

**WHAT/3/WORDS:** ///CRIED.LAWFULLY.SENSIBLY

**NEAREST ACCESS:** DIRT TRACK (CATCHBACK LANE) OFF OF KERDISTON ROAD. KEEP DRIVING ALONG THE TRACK UNTIL YOU REACH A WOODEN GATE ON THE RIGHTHAND SIDE.

**HELICOPTER LANDING POINT:** MAIN FIELD OF JOY MEADOW  
(LAY OUT A BRIGHT TARP OR SIMILAR IF POSSIBLE)

<b>Dated:</b> 1 <sup>st</sup> April 2022	<b>Reviewed:</b> 1 <sup>st</sup> April 2024	<b>Signed:</b> C.Howells	C. Howells
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