

# FIRST AID / INCIDENT RECORD SHEET

<b>School / Establishment</b>		<b>Date(s) of Visit /</b>			
<b>Sites / Locations visited</b>					
<b>First Aid Record</b> (also record details below if appropriate) <b>Key responsibilities of the nominated First Aider are detailed overleaf</b>					
<b>Person Treated</b>	<b>Date</b>	<b>Time</b>	<b>Nature of Illness or Injury</b>	<b>Treatment or Action</b>	<b>Signed</b>
<b>Incident Record Sheet</b>					
Location		Contact number(s)		Time (24 hour clock)	
Nature of Incident					
Name(s) of casualties		Age			
Where taken (if applicable)					
Other Information (e.g. witnesses etc.)					

**Where an incident occurs on a trip / visit, an Accident / Incident Report must be completed by the Group Leader as soon as possible after the trip and forwarded to the Health and Safety Section at County Hall – for serious injuries where hospitalisation is necessary contact should be made immediately by telephone on (01983) 814790**

## FIRST AID TREATMENT

The following key tasks fall to the nominated First Aider:

- To arrange the place, time and procedure for routine medical attention and also for 'emergency' attention during the day and the night
- To keep a log of injuries and illnesses occurring during the visit and the treatment administered
- To ensure that parents are informed of any treatment administered during the visit. This may require consultation with the Group Leader on more serious issues about informing parents immediately, rather than waiting until the group returns home.
- Where young people have received medical treatment from a qualified person (doctor, dentist, surgeon, x-ray clinic), that parents receive a written note on what treatment was administered, together with any pertinent notes (x-rays, prescriptions, etc)
- On return to the establishment, copy into the establishment's accident/incident book all those events that would normally be required to be entered. Do this even though the base of the activity centre at which you were staying has reported the incident.
- Where there is a serious injury/illness, in conjunction with the Group Leader, prepare a report (with witness statements where possible) about the events leading up to the incident and the care and treatment afterwards. These notes should be kept with the establishment's accident/incident records
- An Accident / Incident Record should be completed for any relevant item and sent, together with a copy of this sheet, to the Health and Safety Section at County Hall as soon as possible on return from the visit.