

## **INCIDENT, ACCIDENT AND EMERGENCY PROCEDURES – Appendix C**

**In the event of an incident/accident which causes injury to a participant or staff member, the following procedure should be followed:**

- If you are the on-site Paediatric First Aid qualified coach, assess the injured party to decide whether the injury can be dealt with satisfactorily on-site and ensure all other participants are not left unattended.
- If you are alone, use the walkie-talkie or phone to call a colleague or allocate two responsible participants to find another staff member and bring them to you and any medical supplies required.
- If you are not the on-site Paediatric First Aid qualified coach, use the walkie-talkie or phone to call a colleague or allocate two responsible participants to find another staff member and bring them to you and any medical supplies required.
- If the nature of the incident requires the use of an EpiPen and you are trained to administer this, take the appropriate action. If not, use the walkie-talkie or phone to call a colleague or allocate two responsible participants to find another staff member and bring them to you and any medical supplies required.
- Ensure incident and/or accident forms are completed accurately. Include the date, time and nature of the incident/accident, together with the injured parties present and actions taken. A copy of the incident form should be given to the parent/carer when the child is collected. However, if the person collecting does not have parental responsibility, the Camp Manager should contact the parent/carer to alert them of the injury and advise them that the incident report is available for them to collect.
- If injury involves a head bump no matter how minor, once the child has been treated, please arrange for Camp Manager to make a quick call to the parent/carer to alert, reassure and advise that the child has been treated, appears fine but will be closely monitored and that any changes, they will be contacted. Parent/carers are to be given the standard “signs to look out for” after a head injury when they collect their child.

**If a participant or staff member has an emergency which is not treatable with First Aid, especially in the case of a life-threatening injury, one person should stay with them and call 999. *Ensure the other participants are not left unattended. if there is not time to call support, keep all the participants with you but ensure the area around the injured party is clear.***

**Be ready to advise 999 of the following information:**

- Your need for an ambulance.
- Your call back number.
- The injured person’s approximate age and medical issue (e.g. head injury, spinal injury, allergic reaction, asthma attack etc.).
- Directions for the emergency services to locate you.
- Where feasible send a second staff member to the entrance to guide the emergency services on arrival. This person also needs to contact the injured person’s emergency contact if they are not present.



### Local hospitals:

- Princess Royal University Hospital: Farnborough Common, Orpington, Kent BR6 8ND.  
Telephone number: 01689 863000
- University Hospital Lewisham: Lewisham High Street, Lewisham, London SE13 6LH.  
Telephone number: 020 8333 3000

### Nearest hospital with A&E Provision by class/camp location:

Venue	Nearest A&E
Babington House School	Princess Royal University Hospital
Balgowan Primary School	University Hospital Lewisham
Bickley Park Prep	Princess Royal University Hospital
Blackheath Prep School	University Hospital Lewisham
Bromley High School	Princess Royal University Hospital
Bullers Wood School for Boys	Princess Royal University Hospital
Colfes Junior School	University Hospital Lewisham
Crofton Infant and Junior School	Princess Royal University Hospital
Dulwich College Ducks	University Hospital Lewisham / King's College Denmark Hill
Eltham Hill	University Hospital Lewisham
Harris Academy Greenwich	University Hospital Lewisham
Langley Park School for Boys	Princess Royal University Hospital
Marian Vian Primary School	Princess Royal University Hospital
My Ohana Nursery	University Hospital Lewisham
Oakfield Preparatory	University Hospital Lewisham / King's College Hospital
Oak Lodge Primary School	Princess Royal University Hospital
Old Colfeian's	University Hospital Lewisham
Our Lady & St Philip Neri R C Infant School	University Hospital Lewisham
Parish CE Primary School	Princess Royal University Hospital
Pickhurst Infant School	Princess Royal University Hospital
Poverest Primary School	Queen Mary's Hospital
Radnor House, Sevenoaks	Princess Royal University Hospital
Rosemead Preparatory School	University Hospital Lewisham / King's College Hospital
St Christopher's The Hall	Princess Royal University Hospital
St Dunstan's College	University Hospital Lewisham
St James RC Primary School	Princess Royal University Hospital
Sydenham High School	University Hospital Lewisham / King's College Hospital
Tubbenden Primary School	Princess Royal University Hospital
Warren Road Primary School	Orpington Hospital
Westcombe Park Rugby Club	Orpington Hospital
Wickham Common Primary School	Princess Royal University Hospital
Worsley Bridge Primary School	Princess Royal University Hospital



We are committed to reviewing our policy and good practice annually.  
This policy was last reviewed on: 05 January 2026

Signed:

A handwritten signature in black ink, appearing to read "K Lewty", is written over a light blue horizontal line.

Name:

Katie Lewty

Position: Operations Director