

## Guidelines for dealing with an Incident / Accident

### Useful Numbers

- 0844 811 8111 - **Hexham General Hospital**
  - 01434 602237 – **The Sele Medical Practice, Hexham**
  - 01434 603627 – **Burn Brae Medical Group, Hexham**
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- Stay calm but act swiftly and observe the situation. Is there danger of
  - Is there a risk of further injury?
  - Listen to what the injured person is saying.
  - Alert the qualified First Aider who should take appropriate action for minor injuries.
  - In the event of an injury requiring specialist treatment, call the emergency services – **999**.
  - The telephone number for NHS Direct is: **0845 46 47** or see [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)
  - Deal with the rest of the group and ensure that they are adequately supervised and safe.
  - Do not move someone with major injuries. Wait for the emergency medics.
  - Contact the injured person's parent / carer / guardian.
  - Complete an Incident / Accident Report Form.