

Accident / Emergency/ Serious Incident Reporting (Inc Lost or Missing Child)

Emergencies are never wanted, but they are a possibility, and so we at The Multiple Intelligence Hub “(MIH)” ensure that all leaders are familiar with appropriate emergency procedures. In the event of an emergency, staff will take as their primary concern the safety of the children, young people and visitors in their care. Most emergencies can be resolved on-the-spot by the leader removing the group from potential threat and providing first aid. However, in the event of a serious incident, which could arise as a result of an injury, illness or threat, emergency services should be contacted and the following procedures followed:

(Medical records of each member and first aid kits are located on site)

A group Leader will:

- Establish the nature and extent of the emergency as quickly as possible.
- Secure safety of the whole group from further danger. Stop all work/activities if it is safe to do so. Call in and locate the group promptly as agreed with each member in advance. If possible, remove the whole group from any further danger or threat of danger.
- Establish the names of any casualties and instruct a First Aider (if not one themselves) to attend to such casualties with adult assistance. With regard for maintenance of required support ratios for the rest of the participants, at least one first aider must be on site at all times. A record of first aid administered to them to be made as soon as possible after the event.
- Emergency services are contacted as soon as necessary (including Police, where appropriate), ideally by an adult helper. Charged mobile phones are carried by staff. An available member of staff to meet any emergency vehicle at the entrance where possible/necessary. Give the following details and grid references to 999 operator: The Multiple Intelligence Hub, Plot 2, Black Horse Farm, Crouch Lane, Borough Green, TN15 8QL. OS grid ref; TQ 61281 56180. Ensure that a responsible (DBS checked) adult accompanies casualties to the
- Safety of the rest of the group will be maintained by the remaining staff and adults away from the scene of the incident.
- Next of kin to be informed as soon as practicable after the incident by the Activity Lead or by the designated member of staff, providing a full factual account of the incident as possible.
- Management of MIH must be informed of any major incident as soon as possible. Thereafter, as soon as possible, the landowner of the site should also

be informed.

- An Incident report and/or first aid book should be completed on site where possible and then recorded back at MIH Office (Supporting staff may fill out their own incident report or concern form) – Report forms are located with the First Aid Kit. This must be filled in whenever the emergency procedure is used regardless if no one was harmed or had first aid administered.

Accidents/First Aid:

- Ensure the rest of the group is safe - where appropriate delegate responsibility.
- If appropriate, remove the danger or people from the danger.
- A Qualified First Aider to check A-B-C, administer First Aid and if necessary call for further assistance (999).
- Consult medical documents to contact the necessary contacts (MIH Director, Next of Kin)
- Record all details of the accident in the site accident book.

Lost, Missing or absconding Child/Young Person:

- As soon as a child/young person is found to be missing, make an immediate search of the vicinity.
- Assemble the rest of the group to ensure their safety.
- Make alert all necessary parties and group leader to inform Police, MIH Director and Next of Kin.

Death or serious accident:

- Follow First Aid procedure.
- Stay with casualty, but ensure the rest of the group is removed from the situation and are safe.
- Group Leader to inform necessary parties (Next of Kin).
- Obtain advice on follow up from Police and other Emergency Services.

Transport Accident:

- Ensure the safety of passengers/young persons by removing from danger if appropriate.
- Undertake First Aid as appropriate.
- Inform all necessary parties (MIH Director/Next of Kin).
- Arrange alternative transport.

Irregular Occurrence, uninvited person/stranger:

- The intruder will be challenged and asked to leave politely.
- The Police should be called where appropriate and child/young person involved to be removed from the situation and made to feel safe.
- All necessary parties to be briefed by Activity Leader.

Substance Misuse:

- If substance/alcohol misuse is suspected the young person to be removed from site.
- Drugs and Misuse of Substances Policy to be followed.

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Next Review Due: February 2021

Signed Managing Director: :

Donna McLean