

## Accident & Emergency Procedures

A copy of this policy is located in each Emergency/First Aid Backpack.

In a severe accident or emergency, Fern Flower - Nature School staff will follow this procedure:

1. Establish the nature and extent of the emergency. Lead facilitator to take the lead in responding and administering First Aid.
2. In consultation with other facilitators, make sure the area and all other members of the group are accounted for, safe, and adequately supervised by co-facilitators or volunteers. This means that everyone fully understands what they must do to remain safe i.e. stop any tool or firework.
3. Assess the casualty and ask another adult to call 911, or emergency services, while the lead facilitator administers appropriate First Aid. The person phoning will need to respond to the following questions:
  - Nature of emergency
  - Injured party details: age, gender, medical history (see Emergency Medical Form in Emergency/First Aid backpack)
  - Location: 3827 Charlton Drive, Qualicum Beach, V9K 1Z3, BC, CANADA
  - First Aid administered.
4. Send another adult to meet the ambulance at the main entrance and direct them to the FFNS site in use.
5. Inform the child's emergency contact of the injury as soon as possible.
6. Ensure that an appropriate adult attends the receiving hospital, taking with them any medical information available for the injured person.
7. Ensure that the remainder of the party:
  - Is adequately supervised throughout.
  - Is returned as early as possible to home base.
  - Receives appropriate support and reassurance.
8. FFNS staff will continue to liaise with the emergency services until the incident is over.
9. As soon as reasonably possible after the event, the accident will be reported using an Incident/Accident Report Form.

If the casualty is an FFNS facilitator, other FFNS staff or present volunteer will phone emergency services immediately (911) and follow the above protocol.