



## Emergency Procedure

If anyone sustains an injury or illness which cannot be treated by first aid on site and requires medical assistance:

- In serious cases, the Emergency Services will be contacted (see below) using the emergency phone carried by the Forest School Leader. Then the school will be notified. The school office will be responsible for contacting the injured party's emergency contact.
- The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.
- One member of staff from school will meet the ambulance at the school entrance and direct the crew to the incident site.
- If the injured party is taken to hospital, one member of staff will go with them and the injured party's emergency contact will be updated about the situation by the school office staff.
- In minor cases, the Forest School Leader will arrange to contact the injured party's emergency contact so that they can be collected and taken to hospital, doctor or home – as appropriate.

Emergency Contact Numbers:

Ambulance/Fire Brigade = 999

School Office = 01384 872382

Requesting attendance by Emergency Services

Dial 999 and ask for ambulance or fire brigade. Be ready with the following information:

School telephone number – 01384 872382

School post code – DY7 6EW

Ambulance access – Car Park