**Emergency Action Plan**

This is a brief outline for what to do if an emergency/accident occurs whilst working with children in Forest School at Mill Lane:

 Ensure all adults know what is expected of them before each session.

* Who will contact the school?
* Who will stay with the other children?
* Who is first aid trained?
* What will happen if an adult is hurt?

Emergency action plan

* Assess the incident and prioritise actions/injuries.
* Secure the group members and keep together in a safe area. Ask an adult to take them back to their classroom if possible.
* Know the grid ref / postcode of your location.
* Seek help if necessary. Use the ‘Walkie Talkie’ to contact school and raise the ‘alarm’.
* Ask school to inform appropriate authorities.
* If necessary offer first aid.
* Keep casualty comfortable and warm.
* Make sure individuals are comfortable and safe.
* DO NOT SPEAK TO THE MEDIA

Reviewed: September 2018

Next Review: September 2019