

First Aid Procedure

1. In the event of an accident **STAY CALM** and then
2. Secure safety of yourself, Individual and others.
3. Report to duty staff member
 - Abbi Thompson
 - Diane Spinks
 - Louise Fuller
 - Sue Stokes
4. Duty staff member assess accident / incident.
5. Take the appropriate action.
6. Fill out the accident / report sheets.
7. Make sure forms are signed by all parties.

All duty staff and assistance to read and sign off.