



Emergency Procedure for Schools and Visiting Groups

All Box Moor Trust Education and Community staff members are first aid trained in accordance with statutory requirements and emergency first aid kits are always on hand.

Mobile phones with charge and credit will always be available in order that assistance can be summoned as required. This includes calling for additional first aiders (e.g. in situations where CPR is required).

In the event of an emergency, Trust staff will ensure that:

- The casualty is attended. Either the senior teacher/group leader or the Box Moor Trust staff member will deal with the casualty, depending on levels of experience and how comfortable the casualty is with the Trust staff.
- An ambulance is called, the location is given and the Grid Reference/Post Code/GPS Coordinates (as requested by the emergency services) for the location can be supplied. Adults will be stationed in appropriate locations in order to direct the ambulance.
- The rest of the group is looked after by a competent adult in an area away from the risk.

The Box Moor Trust staff do not have to undertake all of these tasks; they can be given to designated people, who are capable of the task.