



Forest School Emergency Action Plan Happy Woods

2023/2024

Most emergencies can be resolved on-the-spot by the leader removing the child or group from potential threat and providing First Aid. However, in the event of a serious incident, which could arise as a result of an injury, illness or threat, emergency services should be contacted and the following procedures followed:

1. Secure safety of whole group from further danger. Stop all work/activities if safe. FS Leader to call in (whistle blow) and count up group promptly as agreed with group in advance. If possible, remove whole group from any further danger or threat of danger.
2. First Aider to attend to any casualties with adult helper and with third adult supervising the rest of the party. At least one First Aider must be on site at all times. A record of changes in casualties' state and anything administered to them in First Aid book.
3. Emergency services contacted as necessary, ideally by an adult helper being advised by the main first aider. Charged mobile phones are carried by staff. Designated member of staff to meet emergency vehicle at the entrance where possible/necessary and guide emergency services to exact location of casualty/ies.
4. Safety of the rest of group will be maintained by the third staff member away from the scene of the incident if possible. This adult is to walk the rest of the group back to the classroom. Once back in school, they will alert other adults and must inform the school office.
5. Informing next of kin should be carried out as soon as practicable after the incident by the school office team (if the Head Teacher is unavailable).
6. School management must be informed of any major incident as soon as possible. Following this as soon as is possible it must be reported to the HT and DHT and the Trust. Incident report and/or first aid book should be filled in on site if possible and then logged back at the School Office. This should be filled in whenever the emergency plan is used even if no one was harmed and it was just a near miss.
7. Aftercare programme for the persons directly involved in the management/ dealing of the incident: make sure they are okay, if not then stop the session and future sessions if necessary. Wellbeing of the Forest School leader and staff/ volunteers is extremely important.

Emergency contacts:

Emergency Services: **999** Nearest AED (defib) **Great Barton Free Church Hall**, Mill Road, Great Barton, IP31 2RU

Great Barton Church of England Primary Academy
School Road Great Barton
Bury St Edmunds
Suffolk
IP31 2RJ
Tel: **01284 787353**

Mrs R: [REDACTED]
Nearest AED (defib) **Great Barton Free Church Hall**, Mill Road, Great Barton, IP31 2RU

Signed: Mrs A Bonsall

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