

9. First Aid Procedure

If a participant becomes injured or ill during a session:

Alert the nominated first aider on site to assess the severity of the situation.

999 Emergency

1. First Aider to call or nominate a responsible person to call the emergency services.
2. First Aider to nominate responsible person to open gate (ie the person who called 999).
3. If appropriate, call the participant's named emergency contact - held on Airtable.
4. If appropriate, end the session and send participants home
5. If not already present, inform the CEO in case follow up actions may be needed.
6. Once the situation has been resolved, fill out an incident form using Airtable.
7. If necessary, arrange for the first aid kit to be re-stocked.

Non- 999 emergencies

1. Alert the nominated first aider on site to assess the severity of the situation.
2. Administer basic first aid as required using first aid kit in cabin
3. If appropriate call the participant's named emergency contact and/or arrange transport home -held on the project session register online. Keep the patient comfortable and monitor any changes in their condition until the transport home arrives.
4. Once the immediate situation has been resolved, fill out an incident form on Airtable.
5. Inform CEO in case follow up actions may be needed.
6. If necessary, arrange for first aid kit to be re-stocked.

First Aid Kit Check Sheet (located in cabin) to be used every 3 months by nominated member of team. This sheet includes the WHATTHREEWORDS for Plot 22 location: ORDER.SKILL.LEARN