

Accident and Emergency Procedure

**For Rainbow Trees Pathway– Supporting
Disabled Children, Young People & Adults
Review Date: 1 Dec 2025| Next Review: 1 July
2025**



1. Purpose

To ensure that all accidents and emergencies are managed promptly and safely.

2. Scope

This procedure applies to all staff, volunteers, service users (children, young people, and adults), and visitors at Rainbow Trees Pathway premises or during any activities run by the organisation.

3. Immediate Priorities

In the event of any accident or emergency:

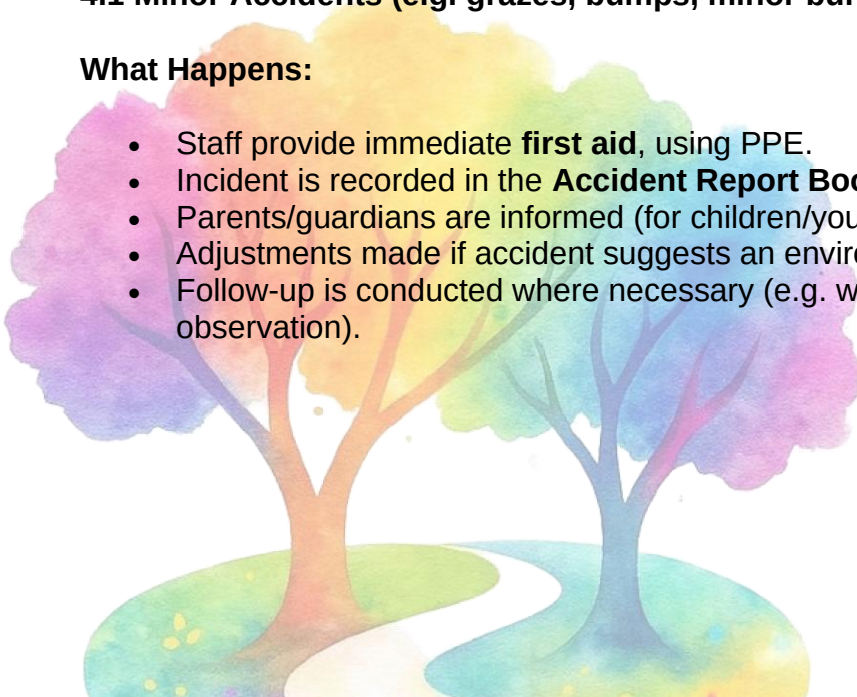
1. **Ensure the safety of all individuals.**
2. **Prevent further harm.**
3. **Provide appropriate first aid.**
4. **Call emergency services where necessary.**
5. **Inform next of kin/parents/guardians as required.**
6. **Record and report the incident.**

4. Accident Procedure

4.1 Minor Accidents (e.g. grazes, bumps, minor burns)

What Happens:

- Staff provide immediate **first aid**, using PPE.
- Incident is recorded in the **Accident Report Book**.
- Parents/guardians are informed (for children/young people/vulnerable adults).
- Adjustments made if accident suggests an environmental risk.
- Follow-up is conducted where necessary (e.g. wound care advice, observation).





4.2 Major Accidents (e.g. head injuries, fractures, severe allergic reactions)

What Happens:

- **First Aider** provides care within their competence.
- **999 is called immediately.**
- Staff member stays with the individual until help arrives.
- **Emergency Contact/Next of Kin is informed.**
- **Incident is reported to management and safeguarding lead.**
- **RIDDOR report** submitted if applicable.
- A **review** of procedures is triggered.

5. Emergency Situations (e.g. fire, flooding, power outage, dangerous intruder)

5.1 Fire

What Happens:

- Raise the alarm and follow the **Fire Evacuation Procedure.**
- Evacuate individuals, prioritising **assisted evacuation** for disabled service users using **Personal Emergency Evacuation Plans (PEEPs).**
- Staff perform headcounts at assembly point.
- Emergency services are contacted (if not automatically alerted).
- Re-entry only permitted by fire officer.

5.2 Medical Emergency (e.g. seizure, collapse, diabetic episode)

What Happens:

- Call **999** and administer any **agreed emergency medication** (e.g. Epipen, rescue medication for epilepsy) if trained.
- Staff remain calm, reassure the individual, and protect their privacy.
- Record time and nature of episode.
- Inform parents/next of kin.
- Incident is reported internally and to safeguarding lead if necessary.

5.3 Dangerous Intruder or Threat

What Happens:

- Implement **Lockdown Procedure**
- Remove vulnerable individuals from danger.
- Contact **police (999).**
- Senior staff assess the threat and liaise with emergency services.
- Debrief with staff and service users after incident.





6. Supporting Disabled Individuals in Emergencies

- **Personal Emergency Evacuation Plans (PEEPs)** will be developed and reviewed regularly.
- Communication needs (e.g. Makaton, visual aids) will be accounted for.
- Staff trained in handling and supporting individuals with complex needs, limited mobility, or sensory impairments.
- Quiet spaces and trauma-informed responses used post-incident.

7. Post-Incident Actions

- Complete an Incident Report Form within 24 hours.
- Inform Parents/School if applicable.
- Conduct internal review to identify improvements.
- Offer support or counselling to those affected.
- Update risk assessments and procedures if needed.

8. Legal Compliance

This procedure complies with:

- **Health and Safety at Work etc. Act 1974**
- **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013**
- **Children Act 1989 and 2004**
- **Care Act 2014**
- **Equality Act 2010**
- **SEND Code of Practice 2015**
- **Data Protection Act 2018 / UK GDPR**

9. Responsibilities

Role	Responsibility
All Staff	Know and follow this procedure; report incidents; assist individuals safely.
First Aiders	Provide first aid and record all interventions.
Safeguarding Lead	Assess for abuse or neglect indicators; report as needed.



Manager/Director	Ensure training, reporting, and reviews are completed.
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10. Records & Monitoring

- Accident and emergency logs stored securely for **at least 3 years** (or until a child reaches age 21).
- Data is processed in line with **UK GDPR**.
- Procedure reviewed **annually** or after a serious incident.

Appendices

- Appendix A: First Aid Locations & Trained Staff
- Appendix B: Fire Evacuation Map
- Appendix C: PEEP Template
- Appendix D: Emergency Contact Form
- Appendix E: Incident Report Form Template

