

# Accident Reporting

A guide for Leaders and Commissioners

## Incident during Outing, Event, Camp or Expedition

Render Emergency Aid	
Call ambulance or take to Accident & Emergency for treatment as appropriate	
Ensure welfare of others in party	
Contact Home Contact	
Inform Warden, Event Organiser, Principal or other as appropriate	
Inform Scout Insurance Services - by phone or in writing - (see note below)	
Complete Accident Report Form and Activity Centre Accident Book Provide copy to DCC as soon as possible	

## Serious Accident (Death or Permanent Disablement)

*In addition to the above*

*Home Contact should:*

Inform Home Scout Authority - DCC, Dave Pullen 01920 877654 or County Secretary, Colin McIntyre 01920 467291	
Inform Parent(s) or Guardian(s)	
Inform Public Relations officer at Headquarters – 020 8433 7100	

### NOTE:

If any person, whether a Member of the Movement or not, suffers personal injury (where injury necessitates treatment by a doctor dentist or at a hospital) or requires rescuing (where rescue involves any Emergency Service i.e. Police, Fire, Ambulance, Mountain Rescue or Coastguard) or dies in the course of, or arising out of, a Scout activity or while on, or in conjunction with, any Scout property: or if an accident during a Scout activity results in third party damage, Headquarters must be informed immediately. On receipt of this information Headquarters will issue the necessary instructions and forms in respect of possible insurance claims. In the event of any injury or fatality, or damage to third party property, no admission of liability must be made unless advised by Headquarters.