

Knowing what to do if something goes wrong.

Guidance for managing incidents, including advice on first aid

Contents

Welcome	3
Risks and mitigating actions	4
Checklist	6
First Aid Guidance	7

Welcome

If you're in doubt about any of this guidance, please seek the advice of a professional.

Background

As face-to-face Scouting resumes we will need to consider how any incidents would be managed should they arise. Given that Scouting will be operating differently this will need to be considered and appropriate plans put in place and clearly communicated to those involved. In all circumstances the ['What to do in an emergency' \(purple card\)](#) should be followed. Specific guidance on first aid provision is provided on page 7.

Things to consider

The key considerations will include:

- What first aid provision is in place? Have leaders got up to date training? Has equipment been checked? Have leaders reviewed the current guidance on how to administer first aid during COVID-19?
- Is the space being used accessible by emergency services in the event of an incident?
- Do you have sufficient contact information and means to make calls if needed?
- Have you got sufficient adults to manage an incident?
- What happens once an adult has provided first aid treatment?

Risks and mitigating actions

Level	Permitted activity	Key risks	Key control measures	Who is responsible for making sure this happens?
Red	<p>No face-to-face Scouting activity allowed. Scouting can be virtual (online/video/phone).</p> <p>Scouting at home/with family e.g. using The Great Indoors resources encouraged.</p>	<p>Members checking on premises or undertaking independent maintenance tasks</p> <p>Security issues on properties</p>	<p>Clear management plan and oversight of those undertaking these tasks</p> <p>Working in socially distanced pairs where tasks are riskier</p>	<p>The Executive Committee is responsible for the safe management of the premises and the Commissioner for the volunteers.</p>
Amber	<p>Where permitted by, and following government guidance, Scouting activities in outdoor spaces can resume.</p> <p>No residential activities</p>	<p>The risk of transmission of the coronavirus is much lower outdoors than indoors.</p> <p>Outdoor spaces only being used, potentially public spaces.</p> <p>Access to first aid equipment, and access for emergency services.</p>	<p>Proximity to roads and footpaths considered and risks managed.</p> <p>First aid trained leaders available.</p> <p>First aid equipment available to all groups.</p> <p>Purple cards shared with all adults as a reminder of the process should an incident occur.</p> <p>Clear guidance given to all users.</p>	<p>Commissioners are responsible for ensuring that appropriate plans are in place ahead of approving the restart of face-to-face Scouting for a Group.</p> <p>Leaders to ensure that first aid equipment and training are up to date.</p> <p>Leaders must ensure that all young people and parents are clear on what to do in the event of an incident.</p>
Yellow	<p>Outdoor Scouting can be expanded, and indoor Scouting can resume subject to following government guidance</p>	<p>The risk of virus transmission indoors is much higher than outdoors.</p> <p>Access to first aid equipment, and access for emergency services.</p>	<p>The location is compliant with all regulatory requirements and the restarting face-to-face Scouting maintenance checklist has been completed</p> <p>First aid trained leaders available</p> <p>First aid equipment available to all groups</p> <p>Purple cards shared with all adults as a reminder of the process should an incident occur</p> <p>Clear guidance given to all users.</p>	<p>Commissioners are responsible for ensuring that appropriate plans are in place ahead of approving the restart of face-to-face Scouting for a group</p> <p>Leaders to ensure that first aid equipment and training are up to date.</p> <p>Leaders must ensure that all young people and parents are clear on what to do in the event of an incident.</p>

Green	<p>Following government guidance, all Scouting activities may resume.</p> <p>Residential experiences and camps can take place.</p>	<p>Risk of coronavirus infection are almost zero.</p> <p>Members are resuming activities which have not been undertaken for some time.</p> <p>Access to first aid equipment, and access for emergency services.</p>	<p>The location is compliant with all regulatory requirements and the restarting face-to-face Scouting maintenance checklist has been completed.</p> <p>First aid trained leaders available</p> <p>First aid equipment available to all groups</p> <p>Purple cards shared with all adults as a reminder of the process should an incident occur</p> <p>Clear guidance given to all users</p>	<p>Commissioners are responsible for ensuring that appropriate plans are in place ahead of approving the restart of face-to-face Scouting for a group.</p> <p>Leaders to ensure that first aid equipment and training are up to date.</p> <p>Leaders must ensure that all young people and parents are clear on what to do in the event of an incident.</p>
--------------	--	---	--	---

Checklist

This should apply to all levels, but if in conflict, default to Amber.

Share the ‘What to do in an emergency’ (purple card) with all adults	
Develop a plan for the management of incidents in your activity locations	
Check all first aid kits are current and well stocked	
Ensure enough first aid kits for each group to access	
Make sure leaders are up to date with first aid training (remembering the extension issued to cover the COVID-19 pandemic)	
Refresh adults on current CPR practice – don’t use mouth to mouth, only chest compressions	
Ensure adequate access points for emergency services to activity locations	
Consider adult ratios and what happens when an adult has to administer first aid	

First Aid

Introduction

There is nothing to stop anyone from giving first aid when it is required during the COVID-19 pandemic. There are a few simple precautions you can take which will reduce the risk of cross infection between both the injured / ill person and the first aider. Everyone should remember that the priority is to preserve life and the risk of infection is relatively small compared to the certainty of death if an individual requires CPR and does not receive it.

[Also apply these principles to if someone becomes ill whilst involved in a Scouts activity, make sure you have contact details to arrange collection as soon as possible by a parent or carer and if they display symptoms of coronavirus be sure to use PPE.](#)

First Aid Kits

You should review the contents of your first aid kit and check that it contains gloves and hand sanitiser. You should add some surgical face masks and plastic disposable aprons to your first aid kit as these will help to reduce the risk of infection if you need to break social distancing.

Social distancing

In a first aid situation you will likely need to come closer than the recommended social distancing guidelines to the person requiring treatment. For minor injuries involving adults or older children it may be possible to get the injured person to do some or all of the treatment themselves. Where the injured person is young, in distress or requires hands on intervention then it is to be closer than the social distancing rules allow.

Procedure for treating an injured person:

1. If possible you should wear a face mask, a plastic apron and disposable gloves before starting. You should also ask the injured person to wear a mask or face covering if possible (bear in mind that for some people this will not be possible or appropriate).
2. If resuscitation is required or there is difficulty breathing e.g. asthma, choking or the person has a facial injury you should consider the following:
 - If the person has breathing difficulties or a facial injury you should not ask them to wear a mask.
 - If the person requires resuscitation then you should deliver this in accordance with the [current government advice](#) and using the techniques learnt in your first aid training. I
 - [Government guidance](#) for first responders recommends chest compressions only for adults, but in children mouth to mouth with compressions is more likely to be required and so a face shield should be used where possible. The decision as to how to respond should be based on assessing the risks in each specific situation.
3. For all other cases:
 - Encourage the injured person to also wear a face mask or covering with due consideration to the situation and the age and level of distress of the individual affected.
 - Deliver first aid in accordance with your training.
4. You should keep your mask on until the injured person is either handed over to the ambulance service or to a parent or guardian. Face masks, gloves, etc. should be bagged but can be disposed of in domestic waste. Bodily fluids can be cleaned up with disposable wipes and cleaned down with domestic cleaning products. Dispose of any cloths used for cleaning.

Record Keeping

Ensure you keep records as normal but also record anyone who has had to break social distancing. If the injured person subsequently tests positive for COVID 19 then track and trace will ask the first aider to self-isolate.