

Record Keeping

To help keep children and young people safe it is important that we hold relevant, accurate and up-to-date information about them. We do this by collecting and managing data through the Joining and Information Forms and also through Online Brigade Manager (OBM). These provide essential information which will be required in the event of an accident, but also provide useful information with regard to allergies, disabilities/impairments and medication being taken.

When leading activities outside of your normal programme or for ALL residential activities, leaders **MUST** ensure they have up to date records for all those attending. This can be achieved through the Special Activity Consent Form or through OBM.

What to do in an emergency

All leaders should be aware of the actions to take in the event of an emergency, to deal with the immediate situation, and this should include:

- Administering basic First Aid – it is important to know the location of the nearest first aid kit and have one with you when on outdoor activities.
- Evacuating the venue via emergency exits, using designated routes and gathering at the agreed assembly point.
- Ensuring all children, young people, leaders and any other persons are accounted for.
- Immediately alerting the appropriate emergency services as required.

The Captain and/or Leader-in-Charge will then be responsible for taking further action to report based on our procedures.

More information can be found at boys-brigade.org.uk/dealing-with-emergencies

Accident Recording

Any accidents which occur during any activity, whether indoor or outdoor, should be recorded in an Accident Book, with details of who was involved, what happened, the time and place, details of any first aid administered and follow up action taken.

If someone (young person/leader/other person) requires professional medical attention at the time, or subsequently, as a result of an accident sustained whilst participating in a BB activity the Accident Notification Form must be completed and forwarded to BB Headquarters.

Accident Notification Form: [boys-brigade.org.uk/forms/accidentnotificationform.pdf](https://www.boys-brigade.org.uk/forms/accidentnotificationform.pdf)