

MODULE 7 · REFERENCE CARD B · WALLET-CARD FORMAT

TRAUMA PLAN

A field-reference for the staff team. Print on card, fold once, and carry in every first-aid kit. Procedures are source-faithful to the EONZ Trauma Plan; grouped here by the four phases of the Response Order.

IN CASE OF ACCIDENT OR INJURY

Follow the procedures below

Work through the phases in order. Don't skip ahead — each phase makes the next one possible.

1 STABILISE THE SITE

- 1 Secure the site and remove the rest of the group from further risk.

2 PATIENT

- 1 Assess the injury and administer first aid — call **111** if appropriate.
- 2 Provide emergency contact numbers and health information to emergency services.

3 GROUP

- 1 Count students and keep the group together. Organise any further first aid required.
- 2 Reassure students (*the school will contact parents and caregivers*).
- 3 Maintain full supervision of students and monitor their welfare.
- 4 Adjust supervision plan and modify programme.
- 5 NO use of phones / devices by students until all clear given by the Activity Leader.

4 COMMUNICATE & CLOSE OUT

- 1 Contact either the Principal or Deputy Principal (*numbers on back of this card*).
- 2 ONLY the Principal to speak to media.
- 3 No-one in the group to discuss legal liability with other parties.
- 4 Follow review and reporting procedures once the crisis is resolved.

BACK OF CARD · FILL IN BEFORE THE EVENT
PRINCIPAL
DEPUTY PRINCIPAL
SCHOOL OFFICE
SCHOOL EMERGENCY CONTACT
INSURANCE / ACCIDENT LINE
NEAREST HOSPITAL / MEDICAL CENTRE

Tip: print double-sided on 250 gsm card, trim, and laminate. One card per staff member, plus a spare in each first-aid kit.