



REGISTERED CHARITY NUMBER: 1015403

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PROCEDURE FOR AN ACCIDENT POLICY

Statement of Intent

We intend to ensure the health and safety and general wellbeing of all children and adults at Pre-school.

Aim

We aim that any child or adult who has had an accident will be dealt with promptly and reassuringly, and that the effect on other children is minimised.

Method

Staff have training in Paediatric First Aid, and a First Aider is present for every Pre-school session.

If a child or adult should have an accident during a Pre-school session, staff will follow this procedure.

- The first aider will attend immediately to the injured child/adult and will assess the situation.
- Other staff will occupy and reassure the other children. No child will be left on their own.
- In the case of a serious injury, an ambulance will be called immediately, and the parent/carer will be informed as soon as possible thereafter.
- A serious injury may constitute head injury, loss of consciousness, possible broken bone.
- A child will not leave Pre-school unaccompanied. If the parent is not present when the ambulance arrives, a member of staff will accompany the injured child and will meet parents at the hospital.
- Following a serious injury Ofsted will be informed. The incident will be recorded in our accident book and signed appropriately.
- Any child or adult leaving the setting early will be recorded in the register.
- If a member of staff is required to leave Pre-school early, emergency staff or additional adults will be contacted as soon as possible in order to maintain adult- child ratios.
- In the case of a minor injury the first aider will reassure the child and administer first aid as required, and parents will be called if necessary. The incident will be recorded in the child's individual record book and a copy placed in our accident book and signed appropriately.
- Children will be cleaned up and a change of clothes provided if necessary.

This policy was agreed by the Management Committee on 18th March 2015

Signed on behalf of the Management Committee