

Accident Procedure Policy

If possible the staff must wear disposable gloves.

Major Accident

If a major accident occurs the procedure is as follows: -

If the child is able to be moved, the child is to be taken to the medical room and the supervisor notified. (Nursery Leader – Mrs S Blackman / Head Teacher/Health & Safety Officer Mr R Burns).

Assess the situation and decide whether the child needs to go to hospital or to telephone parent / carer to collect.

If the child needs to go to hospital then an ambulance is called, the parent / carer is contacted and arrangements will be made to meet them at the hospital. A member of staff will accompany the child to the hospital but will not sign for any treatment to be carried out.

If the child can wait for the parent/ carer to come, then they will be contacted and the child be made as comfortable as possible. A member of staff will stay with the child until the parent / carer arrives. It will then be for the parent/carer to decide whether to take the child to the hospital.

Report any major incidents for children/staff to RIDDOR and OFSTED.

Minor Accidents

The child is taken to the medical room. The injury is assessed and treated by a first-aidier and is seen by the Nursery Leader (Mrs S Blackman) or one of the Nursery Room Leaders.

The child will be settled back into the classroom and observed by staff. The injury will then be recorded in the accident book and the parent/carer will be asked to counter sign the report. The staff member also gives a verbal explanation of the nature of the injury, and if any treatment administered.