

Accident & Emergency Procedure

MAJOR ACCIDENT

At all times staff must wear the protective clothing provided (apron & gloves).

If a major or serious accident occurs the procedure is as follows:

- a) A first aider is designated to stay with the injured child and will make an assessment on that child. Other members of staff should call the Officer-in-Charge or the Deputy Manager.
- b) Whilst the assessment is taking place all other children will be removed from the scene where possible. The Officer-in-Charge or the Deputy Manager should retrieve the child's white information sheet from the office or the child's room if closer, to view the child's medical records.
- c) Once the assessment has taken place the first aider must decide if the child needs hospital treatment or can be treated in the nursery and wait for the parent/carer.
 - i) If the child needs to go to hospital an ambulance will be called. The Officer-in-Charge or the Deputy Manager will contact the parent/carer and make arrangements to meet them at the hospital. A member of staff will accompany the child to the hospital. They will take the child's white information sheet with them. Consent for emergency medical treatment would have been given upon registration.
 - ii) If the child can wait for the parent/carer to come, then the parent/carer can be contacted and the child will be made as comfortable as possible until they arrive, a member of staff will stay with them at all times maintaining observations if necessary. It will then be the parent/carers decision whether to attend hospital.
- d) A report of the accident will then be recorded on an Accident Form for the child's parent/carer to acknowledge with a signature at the earliest opportunity. A report will also be made to OFSTED and telephoned to the Chief Executive if it leads to hospitalisation and arises from a fault in the activities or the equipment provided.
- e) If the accident leads to a child being away from nursery/club for more than 3 days, being hospitalised or killed then the RIDDOR



Procedure is followed.

MINOR ACCIDENT

At all times staff must wear the protective clothing provided (apron & gloves).

- a) The child is taken to a quiet area of the nursery/club
- b) The child's key person or room supervisor assesses the injury, if necessary the Officer-in-Charge or Deputy Manager should be called.
- c) The injury is then treated.
- d) The child is then resettled into their room.
- e) The accident is recorded on an Accident Form and kept with the register until the child's parent/carer can acknowledge with a signature. A note will be placed in the Daily Diary/Room Log
- f) All Accident Forms should be numbered as they are filed and a cross reference placed in the child's 'Accident Record' which is kept with their development record

