



## Accidents Policy

- **Policy statement**

- All members of staff will hold a 'FIRST AID' certificate – one designated member of staff will our 'first aid' personnel. All staff administering first aid must wear protective gloves that are supplied. All parent/carers must sign the child registration form giving staff permission to administer first aid if required.
- If a child is involved in an accident during a Pre-school session then the following procedure will be followed:

- **Slight accident**

- The accident, the first aid administered (if required) and the name of the staff member who administered the first aid will be recorded.
- Time, date and cause of accident
- Where it happened
- Details of the child affected
- The type and exact location of any injury, including size and severity. A diagram will
- Be included if appropriate.
- Action taken immediately and later if relevant
- Name of Witness
- Name of Person dealing with accident
- The first aid usually includes cleaning a wound with water only. A bump or bruise will be treated with a cold water compress and the child will be observed.
- The accident will then be discussed with the parent/carer after the session and the parent/carer must sign the accident report. The parent/carer may be contacted if we feel the injury is more serious than just a bump/cut.
- The parent/carer will be advised to maintain a careful check on the wound and to arrange any further treatment which may be necessary.

- **Serious accident**

- if the staff feel that the accident is serious then an ambulance will be called and the parent/carer will be informed immediately – the staff may not wait for the parent/carer to arrive at the Pre-school as it may be important for the child to go

immediately to hospital and time will be important – the parent/carer will be informed of the hospital the child will be attending so they can meet us there. The key worker will always accompany a sick child to the hospital (cover will be arranged by other staff members left at Pre-school).

- It is therefore vital that we have up to date contact numbers and the name and contact number for person/s who we can reach in such an emergency should occur.
- The 'Accident book' will be reviewed at regular intervals to ensure that the Pre-school is doing everything we can to keep accidents to a minimum.
- If the staff notice any cuts/bruises or marks that we cannot attribute to any accident/incident that occurred during the Pre-school session or that the parent/carer has not informed the Pre-school about then the staff will ask the parent/carer to explain the injuries and a record will be made.

This policy was adopted at a Downside Children's Pre-school held

on \_\_\_\_\_

Signed on behalf of Downside Pre-school

by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

