



Accident Procedure

- If a child or a member of staff has an accident, it should be dealt with immediately and treated.
- Follow First Aid training or consult a member of staff who does have First Aid training.
- The accident book and the First Aid box are located in the office.
- If dealing with bodily Fluids, such as vomit or diarrhoea, staff should wear disposable gloves and a plastic apron. All waste material should be disposed of in a separate bag. All surfaces should be disinfected.
- If the injury is serious, alert your Manager or phone the parent/guardian
- If the parent cannot be contacted, phone the second emergency contact
- Do **NOT** transport the child to hospital yourself
- Give the emergency treatment form to the ambulance driver
- Keep trying to contact the parent/guardian
- Each accident must be recorded in the accident book
- Parents must be informed and sign the accident report when they collect their child
- The accident report must be passed to the Manager

Our Policies and Procedures are reviewed yearly.

Many Thanks,

Eleri Thomas