



ACCIDENT PROCEDURE/MAJOR ACCIDENTS

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

At all times the staff MUST wear protective clothing (disposable gloves and aprons) You should protect yourself first and make sure the area is safe. **Always remain calm.**

- If able to be moved the child should be taken to the first aid point which is in the bathroom.
- Manager/Deputy or First-Aider should be notified, and they will assess whether the child needs to go to hospital immediately or can wait until the Parent/Carer arrives. They will also assess what treatment the child requires.
- If the child needs to go to hospital an ambulance will be called. The Parent/Carer will be contacted, and arrangements will be made to meet them at the hospital. A senior member of staff must accompany the child to hospital but will **not sign** for any treatment to be carried out. Enrollment forms, relevant medication sheets and the child's comforter (if they have one) and their nursery bag should be taken with them.
- Once the parent has arrived the member of staff should give the Parent details of the accident and offer support as needed.
- If the child can wait for the Parent/Carer to arrive the child should be kept as comfortable as possible, a member of staff should stay with the child and assess until the Parent/Carer arrives.
- A record of any accident should be recorded on an accident form on the app and the Parent/Carer and the Manager/Deputy should read this before it's sent.

MINOR ACCIDENTS

- The child should be taken to the first aid point (children's bathroom)
- The Manager/Deputy or First-Aider should assess the injury.



- Injury should be treated.
- The child should then be settled back into the room and observed as necessary (All head Injuries to be observed for at least 1 hour after).
- All head injuries should be recorded on an accident form on the Family app **regardless of if there is no mark/bump.**
- The accident should then be recorded on an accident form on the Family App and over seen by Manager/Deputy/responsible person and will be acknowledged on the app Parent/Career.
- All bites/grazes and cuts should be cleaned with a wound wipe or antiseptic cream (to reduce infection).
- A first Aider should always go on outings/trips.
- Parents are to fill out an out of nursery accident form on arrival if their child has had an accident out of nursery, this will then sign by management and then filed away in the child's file in the office. Out of nursery accidents forms are not only so staff are aware that the child has an injury but also for Child protection.

There is a list of qualified First Aiders in the bathroom and in the hallway, Staff are trained in pediatric First aid, and this is updated every three years.

All accidents / incidents are to be kept confidential and if other children have been involved names should not be given.