

# **Accident or Emergency Procedure**

## **MAJOR ACCIDENT:**

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

At all times staff must wear protective clothing. (Disposable aprons and gloves).

If able to be moved, the child is taken to a quiet area and the designated First Aider is notified.

She/ He will then assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/ main carer to arrive.

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

If the child can wait for the parent/ main carer to arrive, then the parent/ main carer will be contacted and the child will be made as comfortable as possible and a member of staff will stay with them until the parent / main carer arrives.

It will then be for the parent/ main carer to decide whether to go to the hospital or not.

Two copies of the report of the accident will be recorded on an accident/ incident form, the parent/ main carer will be asked to sign both forms, to confirm the details recorded. One completed accident/ incident form will be filed in the child's personal file for future reference; the other will be given to the parent/ main carer for their reference.

All serious accidents/ injuries occurring to anyone whilst on Farthing Wood Private Day Nursery premises must be reported to Ofsted within 14 Days.

## **MINOR ACCIDENT**

If a minor accident occurs, the procedure is as follows:

At all times, staff must wear protective clothing (disposable gloves and aprons).

The child is taken to a quiet area.

The designated First Aider assesses the injury, and gives treatment as required.

The child is then resettled back into the nursery environment and observed.

Two copies of the report for the accident/ incident will be recorded on an accident/ incident form. The parent/ main carer will be asked to sign both forms to confirm the details recorded. One completed accident/ incident form will be filed in child's personal file for future reference; the other will be given to the parent/ main carer for their reference.