



ACCIDENT PROCEDURE

1. Administer appropriate First Aid by the nominated First Aider. Any injuries requiring First Aid should be followed up by an appropriate referral.
2. In the case of a more serious accident or bump to the head, the Manager will contact the parent and/or carer to agree a course of action if time permits. Otherwise another member of staff will contact the parent and/or carer to inform them of the circumstances of the incident/accident and the outcome of this.
3. If the parent and/or carer cannot be contacted and the parent /guardian has signed to give consent for any necessary advice and/or for their child to be taken to and treated in hospital the Manager will do so. If consent has not been given, the Manager must contact the emergency contact numbers on the Registration Form until contact has been made.
4. Children should not be given anything to eat or drink.
5. If a child or adult needs to be transported to hospital every effort should be made to use a car with fully comprehensive insurance including business use.
6. If a child is driven to hospital, an adult must accompany the child to hospital who is not the driver. One adult must accompany an injured member of staff.
7. Should an ambulance be required, one adult must accompany the child/member of staff.
8. The child's Registration Form must be taken to the hospital with the child.
9. The hospital will take responsibility to act in the child's best interests if no consent has been given for the staff to act *in loco parentis*.
10. Every effort must be made to maintain appropriate staffing levels at the setting.
11. All accidents to children or staff, however slight the injury, must be clearly recorded in the relevant Accident Book/form and signed by the member of staff who dealt with the incident. If necessary a detailed, confidential report should be placed in their file.
12. The accident book/form must also be signed by the parent/carer (or person collecting the child). Parents/Carers of children/relatives of staff should be fully informed regarding the accident and the action taken. This record should include:

The name of the setting, date, time and nature of accident, type location of injury, action taken at the time and subsequently and by whom, circumstances of the accident, any witnesses, and other people involved (for whom a separate report will be made). The staff member who dealt with the incident and parent/carer should sign the accident report

13. Any accident requiring treatment by a general practitioner or hospital, or the death of a child or adult must be reported to Ofsted (0300 123 1231). Any accident resulting in a visit to a hospital or an absence of more than 3 days (as a result of all occupational accidents and injuries) must be recorded. Injuries that lead to a worker being incapacitated for more than seven consecutive days as a result of an occupational accident or injury must be reported to the HSE and local authority in line with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). Telephone: 0345 300 9923. The report must be made within ten days of the accident. For more information go to www.hse.gov.uk/riddor.

14. The setting must notify local child protection agencies of any serious accident or injury to, or the death of, any child whilst in their car and act on any advice given.

15. **COSHH (Control of Substances Hazardous to Health Regulations 2002)**

Using chemicals or other hazardous substances at work can put people's health at risk, so the law requires employers to control exposure to hazardous substances to prevent ill health. Grassroots must protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Guidelines are given in 'COSHH A brief guide to the regulations' (see <http://www.hse.gov.uk/coshh/basics.htm>). Grassroots will ensure that any chemicals used will be made known to all staff/volunteers and their risks assessed and what risks these present to staff.

SignedProprietor

Signed.....Manager

To be updated 1/11/2017 or before if required