

# ACCIDENT/INCIDENT Procedure

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1. Administer appropriate First Aid, any injuries requiring First Aid should be followed up by an appropriate referral.
2. All accidents to children or staff, however slight the injury, must be clearly recorded at the earliest convenience using the accident/incident form (completing all sections) this must be signed by the member of staff who dealt with the incident, witness and the Manager/Deputy. If necessary a detailed, confidential report should be placed in their file.
3. Parent/carer (or person collecting the child) to sign the accident/incident form and given a copy to take home. Parents/carers of children/relatives of staff should be fully informed regarding the accident and the action taken at the time and subsequently 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, witness, Manager/Deputy and parent/carer should sign the accident report.
4. The original must be logged in the accident/incident file (in the child/staff members file) in the main office.

## In the case of a more serious accident or bump to the head:

1. The Manager will make every effort to 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 accident/incident and the outcome of this.
2. If the parent and/or carer cannot be contacted and they have signed to give consent for any necessary advice and/or for their child to be taken 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. If no contact can be made and it is necessary, the child will be taken to hospital whilst contact is being sought.
3. Children should not be given anything to eat or drink.
4. 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.
5. 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.
6. Should an ambulance be required, one adult must accompany the child/member of staff.



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7. The child's Registration Form must be taken to the hospital with the child together with a log of the course of events thus far (temperature chart, medicine forms, sleep charts etc. If applicable)
8. The hospital will take responsibility to act in the child's best interests if no consent has been given to the staff to act as in loco parents.
9. Every effort must be made to maintain appropriate staffing levels at the setting.

Policy/Procedure name: <b>Accident/Incident Procedure</b>	
Publication Date: <b>April 2019</b>	Date for Review: <b>April 2020</b>
Signed:.....(Proprietor)	
Signed:.....(Manager)	