

Policy 14 Accident / Incident Policy

Our members of staff are encouraged to hold a First Aid Certificate, so in the event of an accident, there are always First Aiders on duty.

Parents / carers will be notified in the first instance, and kept fully informed as to the procedure taken.

Every incident / accident will be reported to the parent / carer who will be asked to read and sign the appropriate form.

If the incident involves more than one child, e.g. a bite, both parents concerned will be required to read and sign the report.

Any accident within the centre will be recorded noting the time and date of the injury who to and the member of staff who responded and treated. Any witnesses, action taken or treatment administered.

- 1/ ASSESS SITUATION.** - *SECURE FROM DANGER REMOVE OTHER PEOPLE*
- 2/ TREAT INJURY** - *PERFORM ANY TREATMENT NECESSARY.*
- 3/ IF NECESSARY** - *CALL ASSISTANCE [DOCTOR OR AMBULANCE]*
- 4/ INFORM PARENTS** - *EITHER BY RINGING, OR AT THE END OF THE SESSION, ACCORDING TO THE SEVERITY.*

ANY SERIOUS ACCIDENT WILL BE REPORTED TO THE HEALTH & SAFETY EXECUTIVE (RIDDOR) AND OFSTED

The Centre has valid Public and Employers Liability Insurance cover (See ABAE insurance policy)

RECORD ALL ACCIDENT DETAILS STRAIGHT AWAY

PARENTS MUST SIGN THE ACCIDENT FORM.

