

Accident Procedure

Procedure to be followed in the event of an accident.

If a child or a member of staff has an accident they will receive first aid by a member of staff or a first aider, at the discretion of the qualified member of staff on duty. Qualified members of staff holding a current First Aid qualification in Early Years are Mrs B. Piercy, Fiona Allan-Smith, Jo Rothwell, Mrs S. Doran and the School Nurse, Miss Cook.

Gloves will be worn when dealing with blood or any other bodily fluids.

If hospital attention is needed then the person in charge will make that decision and will take the necessary action to get that person to hospital.

If the accident has happened to a child the parents will be informed immediately.

An accident form will be completed and the accident will be recorded. It will state the time it happened, treatment given and will be signed by the staff and parent/carer.

For injuries of a serious nature OFSTED will be informed.