

# Poppet's Pre-School

## Accident Procedure

- In the event of an accident a first aider should administer appropriate First Aid.
- In the case of a more serious accident to a child, the Manager will contact the parent/guardian to agree a course of action if time permits.
- If the parent/guardian cannot be contacted the Manager will seek appropriate medical attention or treatment for the child.
- Children should not be given anything to eat or drink.
- If a child or adult needs to be transported to hospital an ambulance will be called.
- Should an ambulance be required, one adult must accompany the child.
- The child's registration form must be taken to the hospital with the child.
- 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.
- Every effort must be made to maintain appropriate staffing levels at the pre-school.
- All accidents to children or staff, however slight, must be clearly recorded in the accident book and signed by the member of staff who dealt with the incident. If necessary a detailed, confidential report should be placed in their file.
- The accident record must also be signed by the parent (or person collecting the child). Parents of children and relatives of staff should be fully informed regarding the accident and the action taken.

**This policy was adopted on: ..... (Date)**

**Signed on behalf of the pre-school: .....(owner)**

**Date for review: August 2015 (annually)**