Accidents

The aim of our charity is to ensure that all staff are trained in First Aid, and their training certificate is current and updated every 3 years. In the event of a serious accident to a child or children the following action will take place.

- One member of staff will take responsibility for caring for the injured or sick child whilst another member of staff will be allocated to telephone for the child's parent/ carer and, if necessary, the emergency services. The staff responsible will continue to accept responsibility for the child until the parent and/or emergency services arrive.
- The remaining staff will continue to take responsibility for the other children within the group.
- All emergencies will be recorded in the accident/incident book and brought to the attention of the trustees as soon as possible.
- Wherever possible the injured or sick child will be removed from the main part of the session to avoid unrest amongst the children and to give privacy to the child in need of care. If necessary, the main body of children may be removed from the situation.
- In the event of an incident/accident involving an adult on the premises, medical attention will be sought as required. Any dependents of the injured adult will be cared for by a member of staff, until arrangements have been made with the family concerned.
- In the event of a member of staff or helper becoming injured medical attention will be sought as required and a replacement member of staff will be arranged.

A properly equipped first aid box is available on site and disposable gloves and aprons are provided. Staff will always use protective clothing when dealing with an accident, or soiled clothes. An accident book is available, kept together with the first aid box in which all accidents to children and adults are to be recorded.

Following any general accidents or incidents to a child e.g. trips and falls, the parent or carer will be notified either via Famly, wrist band or phone call after the accident/ incident has arisen. This will include details of the event and actions taken by staff and any further recommendations such as seeking further medical advice. A copy of the accident report will be put in the child's bag, if a child requires immediate medical attention as a result of an injury the parent/ carer will be notified by telephone.

If it is necessary for a child to be admitted into hospital, an ambulance will be called to transport the child and a member of staff to the hospital. The staff member will remain the responsible carer until the parent arrives.

In the event of a serious incident taking place at the setting the 'red book' details the process and procedures which staff will be required to follow.