



## Accident Procedure

- First aid must be administered to the child instantly wearing protective clothing and using the correct first aid supplies to administer first aid.
- The child will be monitored for 5 to 10 minutes depending on the nature of the accident.
- If the first aider feels the child is able to resume normal activities then the child will be allowed to return but monitored by all staff.
- Accident form will be completed making sure all areas are complete for parent to sign.
- When parent/guardian arrives to collect the child the accident form will be explained to parent.
- If the parent is happy with the explanation of accident they will be asked to sign the accident form.
- Once parent/guardian has signed the accident form the staff member will complete their personal details.
- If for any reason the parent or guardian has not been informed on that day, a member of staff will telephone the parent to explain the accident and to ask them to complete the accident form the next day.
- All forms will then be sent to main office to be collated.

### If person requires medical treatment

- If first aider feels that the child should be given medical treatment the emergency contact will be telephoned to explain the accident and asked to meet at the hospital or if they are able to collect the child and take them to the hospital.
- Line manager will be contact in order to explain the accident

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