

ACCIDENT AND EMERGENCY POLICY

- It is the parent's responsibility to ensure that all contact details for emergency are current, correct and updated regularly.
- All parents are to sign about emergency treatment on the registration form on commencement at the setting to allow staff to access emergency treatment as soon as possible as required.
- Although the Manager/Deputy will make every attempt to contact parents/carers if an accident occurs, the child's safety remains paramount and emergency treatment will be sought at the first instance.
- If hospitalisation is required and a parent cannot be contacted, either the Manager/Deputy in managers absence or child's key worker will escort the child where necessary taking all relevant children's details.
- Staff must always wear protective clothing (disposable gloves/aprons) when dealing with loss of bodily fluids.
- If the situation is not deemed to be major the parent will be contacted, and the child made as comfortable as possible in readiness to be collected by the parent/carer.
- In minor accidents the first aider will assess the injury and (the officer in charge will always be notified of any accident major or minor).
- The injury is treated and recorded on an accident sheet, parents are informed at collection and are required to sign and confirm that they have been informed.
- The accident sheets will be check at regular periods by a senior member of staff to observe any regular patterns.
- RIDDOR will be informed of all relevant documentation completed when completed by the Officer in Charge if an accident occurs
- Ofsted will be contacted if a child is admitted to hospital because of an accident in the setting or on an outing.

FIRST AID

- All staff are designated first aiders, there is a first aid box in every room.
- A nominated person checks the first aid box each month.