

# Ravenside Pre-School

## ACCIDENT

### General Legal Requirement

- *The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.*

### Minor Accident

At all times staff **must** wear protective clothing (disposable aprons and gloves).

1. The child will be taken to a quiet area.
2. The worker will assess the injury and if necessary will call the person in charge.
3. If appropriate the injury will be treated.
4. The child will be resettled back into play, and be kept under close supervision for the remainder of the session.
5. The incident will then be recorded in the accident book, the parent/main carer will be informed, and asked to sign the book, the top copy will then be detached from the book and given to the parent/carers. The accident book will be returned to the designated safe place.
6. The Manager will then consider whether the accident highlights any actual or potential weaknesses in our policies or procedures and act accordingly, making suitable adjustments where necessary.

Agreed on .....

Reviewed on .....

