

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.*

Major Accident

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

1. If able to be moved, the child is taken to a quiet area and the person in charge notified.
2. The person in charge will then assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come.
 - A) If the child needs to go straight to hospital an ambulance will be called. The parent/main carer will be contacted and arrangements will be made to meet the parent/main carer at the hospital. A member of staff will accompany the child to hospital.
 - B) If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. The child will be made as comfortable as possible and a member of staff will stay with them until the parent/main carer arrives. If the main carer/parent is unable to collect the child in person they must nominate someone who can collect the child. If this person is not on the list of named people who can collect the child, then a code must be agreed with the setting so they can identify the person collecting as the designated person who will collect the child on that occasion.

It will then be for the parent/main carer to decide whether to go to the hospital or not.

3. A report of the accident will then be recorded in the accident book.
4. Parents/carers will be asked to sign to acknowledge the accident and any action taken by the staff.
5. If necessary a RIDDOR form will then be completed and a copy sent to the HSE office.
6. Ofsted will be notified.
7. 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