

BRANSTON PRE-SCHOOL CENTRE

ACCIDENT/INCIDENT POLICY

All accidents and incidents within the Pre-School are recorded in an appropriate accident/incident book which is signed by the parent/guardian/carer upon the collection of the child concerned.

All staff members are trained in first aid. The setting has a fully stocked first aid box in each room which is checked and replenished regularly.

In the case of a major incident i.e.: a gas leak, the building would be evacuated following our fire drill, in such a case we have permission to assemble the children at Rykneld Primary School. Parents would be contacted and the children would be collected from that assembly point.

If a child has an accident and is required to go to hospital and the parents/guardians/carers or child's emergency contacts do not arrive in time, a member of staff will accompany the child in the ambulance. If the parents/guardians/carers or child's emergency contact has still not arrived when the child gets to hospital, the staff member will receive any information on their behalf from medical staff and pass on to them when they arrive (parents have previously signed a permission form to allow such information to be received).

If a child has a head injury (i.e. bump) staff will, at their discretion, contact the parents/guardians/carers to inform them of such injury. If they deem necessary they will ask them if they would like to collect their child or if the injury is minor they will be asked to confirm that they are happy for staff to monitor the injury until the child is collected at the end of the session.

Parents/guardians/carers are to inform staff of an injury a child has had at home and complete a form 'ACCIDENT AT HOME'.

Accidents involving blood - staff should follow the procedure annexed to this policy.

All staff, students, helpers or visitors should report any accident/incident and injury to the Manager and such accident/incident should be recorded in the appropriate accident/incident book.

Branston Pre-School Centre will notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in our care and of the action taken, within 14 days of such incident occurring. Also the local Child Protection Agency, First Response will be notified at the same time of such incident and appropriate advice given by them will be acted upon.