

ACCIDENT PROCEDURE OUTINGS

In the event of any accident:

1. Staff must always wear protective clothing.
2. First aider must be called to assess the injury.
3. First aider to administer required treatment using appropriate equipment from the first aid kit.
4. If a child is deemed fit to continue with their day out then they can continue. If however they need to go home then their parent must be called to collect them.
5. Complete an accident report form fully. The parent/carer must read and sign the form and provided with a copy upon request. The original must then be placed in child's personal file.
6. Should a child bang their head, they will be sent home with a bumped head form. This will notify parents of any symptoms which may occur from a bumped head and action to take.
7. If a major accident occurs that needs urgent medical attention then an ambulance must be called and the parent. All the group should be gathered together and the rest of the group must return to nursery on the transport provided. The person in charge must remain with the child and must escort them to the hospital with the ambulance, if the parent cannot arrive in time. Inform the parent which hospital they have been taken to. Under no circumstances can the person in charge authorise any medical treatment. This can only be done by the parent/ legal guardian. Once the parent arrives at hospital the person in charge can return to nursery and must write up a report and email this through to Ofsted. Contact HSE Helpline to confirm if you need to report the incident.
8. First aid bag is checked regularly to ensure its contents are up to date.