



## Accident & Emergency Procedure

**Every member of staff will hold an up to date First Aid Certificate**

**Procedure to be followed if a child has a minor accident or becomes ill during a session: -**

- A member of staff will take the child away from the rest of the group to prevent the spread of infection if necessary.
- If there are any bodily fluids to be cleaned up, the Toilet Procedure and/or the Infection Control Procedure must be adhered to.
- A member of staff will contact the parent/carer or emergency contact to collect child if necessary.
- Staff will keep the child comfortable until the parent/carer has arrived.
- Staff will record details on an accident form which should then be signed by parent/carer and a copy retained in the accident audit file. **(Details should include: date, full name of child, details of incident/accident, care given and signed by staff member).**
- Medical help will be sought immediately should it be deemed necessary.

**Procedure to be followed in the event of a serious incident or accident to a child: -**

- A member of staff will deal with the injured child.
- Another member of staff will telephone 999 for emergency services and give details as required.
- They will then contact the parent/carer or emergency contact.
- If there is no reply the playleader/play assistant will telephone the emergency contacts.
- All other children should be adequately supervised at all times and distracted from area of incident/accident. If the incident/accident occurs outdoors, the other children will be taken into the hall and adequately supervised. Another member

of staff will ensure the gates are unlocked to allow ambulance and parent/carer access.

- If extra help is needed to cope with the situation the Chairperson or an Office Bearer will be contacted for support (or alternatively 2 parent helpers).
- A report should be made out giving details of the incident/accident, extent of injury and treatment given, these are retained in a black accident audit folder.
- When the ambulance comes, if the parent/carer is not present, a member of staff will give the Paramedics any relevant information about the child.
- If there are sufficient adults/staff to care for the remaining children a member of staff will accompany the child to hospital in the ambulance.

**Procedure to be followed in the event of an accident to a member of staff: -**

- A member of staff will telephone 999 for an ambulance if required.
- All other children should be adequately supervised at all times and distracted from area of incident/accident. If the incident/accident occurs outdoors, the other children will be taken into the hall and adequately supervised. Another member of staff will ensure the gates are unlocked to allow ambulance and parent/carer access.
- A member of staff will telephone the Chairperson or an Office Bearer to come immediately (or alternatively 2 parent helpers).
- It is paramount that the children are not left unsupervised at any point.
- The next of kin will be notified. (details found in register)
- If the injured staff member has school age children, the necessary schools will be notified so arrangement can be made for these children.