

PROCEDURE
Accident of a Child or Adult

In the event of an accident of a child or adult on the pre-school premises the following procedure will be put into force:

- The named person in charge of the session will cover the accident and administer first aid and/or give comfort to the patient.
- The named deputy in charge of the session, with the help of the rota helper, will take over the running of the session and keep the other children's day as normal as possible. This will include reassuring the children and moving them from the area where the patient is and substituting the curriculum.
- The play helper working in the session will be responsible for liaising with the First Aider and will contact the emergency services if this is necessary. S/he will also contact the parent/carers of the child or the next of kin for the adult (these telephone numbers and names can be found quickly in the register), giving as much precise information as possible.
- If the accident that has happened is serious all parent/carers of the children in session will be contacted, advised that the session is closed and asked that they make arrangements for their child to be collected.
- The accident will be recorded in the accident book and OFSTED will be informed. We will then take OFSTED's advice and work with them to ensure this never happens again.