



## 1. Accident Policy

All accidents should be dealt with immediately and with due care and attention to the psychological as well as the physical needs of the child or children involved. Emergency aid can be provided by any qualified practitioner. All practitioners are required to gain paediatric first aid status. Ideally psychological support from those closest to the child should be sought. This can be an adult or, in exceptional circumstances, from another child. With minor accidents, requiring little or no treatment, one adult will work with the child. For more major situations, where possible two adults will support the child, one focussing upon the physical and one upon the psychological aspects of the injury.

Accidents should always be recorded and reported to the parent/carer (**generally at the end of the session or sooner if necessary**) as a matter of course. The urgency of reporting to parents is relative to the seriousness of the accident and injury. All head injuries will be reported to parents/ carers straight away, giving the option of picking the child up straight away.

Practitioners follow procedures laid out in emergency and first aid training, generally:

- Ensure there is no continued danger to any parties
- Isolate the child from any danger
- Support the child
- Assess any injury
- If required, call an ambulance
- Treat any injury as necessary
- Continue support for the child
- If serious, or a head injury, contact the child's parent/ carer
- After the event, formally report the accident
- Put into place measures to prevent further accidents

If a child refuses any first aid, the parents will be notified at the end of session or straight away depending on the urgency of the incident.

If a child receives a bump to the head a separate account will be recorded along with the data that is entered into the Accident record. The child will receive a 'Bumped Head' sticker and a note will be written on the notice board informing staff that the child has had a head injury. All staff are made aware in order to monitor possible changes of behaviour. If a change in a child's behaviour is noticed the parents will be contacted immediately (see head injuries, above).

If a child has an accident that is 'not witnessed', staff will thoroughly check over the child for any obvious injuries, this will be recorded in the accident book and reported to their parent/carer.

This policy was adopted at a meeting of the Pre-school held on.....  
(Date)



St Peters Pre-School Policies and Procedures  
Nov 2018

Signed on behalf of the Pre-school: ..... (Chairperson)