**Accident Policy**

In the event of an accident resulting in a child becoming injured;

* The child’s injury should be assessed to establish the next step.

Stage 1

If the injury is minor (i.e. can be dealt with basic first aid) the member of staff dealing with it should inform the supervisor and take the appropriate first aid action.

Once the child has been attended to, the accident should be reported in the accident book.

The accident should be reported t the parents/carers on their return and they should sign the accident book.

Stage 2

Should the injury be of a nature that the staff are unable to deal with, the parents/carers or emergency contact numbers should be informed and asked to collect the child as soon as possible.

The incident should be reported in the accident book, which should be signed by parents/carers at the first available opportunity.

Stage 3

If the injury is of a serious nature the emergency services should be called and the parents/carer informed as soon as possible.

Should the parents/carers be unavailable the child will be accompanied by a member of staff who will take with them all relevant documentation (contact numbers/permission sheets)

The incident should be written up as soon as possible by all members of staff involved.

**Staff Accident Policy**

In the event of an injury to a member of staff;

* The injury should be assessed for level of seriousness.
* Should the injury be minor, it should be treated by the first aider and written in the accident book.
* Should the injury be of a serious nature the appropriate action relating to the injury should be taken;

1. If the injury requires immediate medical attention a doctor/ambulance should be called

2. An immediate replacement should be found for the member of staff.

3. The accident should be recorded in the accident book, accompanied by written reports by all members of staff involved/present.

4. Contact nominated emergency contact for the member of staff (can be found with children’s emergency contact numbers)