

ST JOHN'S SUNSHINE PRE-SCHOOL

ACCIDENT AND INJURY POLICY

At St. John's Sunshine Pre School, we have a duty of care for all children, staff and visitors to the setting. We, however, do not wish to alarm parents but with children there is always the possibility that they are going to have an accident or an injury. We hope that all that the child will receive during their time at St. John's Sunshine Pre School is a grazed knee or a bumped head. In any event we must plan for the injuries and accidents that require attention of a doctor or dentist or even hospitalisation.

In the event of any injury or accident the following will occur;

- Staff to deal with the individual child in a calm and safe fashion
- Staff to talk to the child to find out what hurts while comforting them
- Staff to administer appropriate First Aid
- Staff member to complete the Accident book
- Staff to inform Parent on collection.

If the injury requires further medical attention the following will happen;

- If an ambulance is required a member of staff will phone 999 giving details of the accident.
- Parents will be contacted.
- The child's details will be collected from the file and handed to the staff member.
- Staff member to accompany the child in the ambulance and stay with the child until the parent arrives.
- Provide parent with a quick handover and return to Pre School or home depending on time.
- If return after Pre School hours contact the Manager and inform them of what happened at the hospital.
- Member of staff to complete a written account of everything that took place ASAP after the event to have clear approach to it.
- Manager to contact parents to enquire how child is and arrange a return to Pre School meeting.

Ofsted to be informed of any serious accident or injury that occurred at Pre School.