



Emergency Accident Policy

In the event of an accident requiring hospital treatment, the Pre-school Leader or Deputy Leader in charge will try to inform the parents/carers immediately and take the child to hospital.

This person will stay with the child until the parents arrive.

If the parents do not arrive or we are unable to contact them, this person will stay with the child until the appropriate treatment has been given and then return the child to Abbotsham and Alwington Pre-School where he or she would be cared for until the arrival of the parents.

Accident / Injury / Illness Procedure			
Step one	Step Two	Step Three	Step Four
<u>Corrina</u> to deal with incident as nominated first Aider	<u>Janine</u> as Pre School Leader will call the emergency services and the Parents/carers	Remaining <u>staff</u> will take children away from incident and may place display boards around incident to protect the other children from seeing the injured child.	Accident/incident form will be filled out by the member of staff who witnessed the incident and will be added to by all other members of staff to get a full picture.
In the absence of Corrina the responsibility would fall to <u>Michelle</u> then <u>Janine</u> then <u>Karen</u> then <u>Angela</u>	In the absence of Janine the responsibility will fall to <u>Angela</u> then <u>Karen</u> then <u>Michelle</u> then <u>Shauni</u>		

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) _____

Signed on behalf of the Pre-school _____

All policies are reviewed at least annually, updated if necessary, and signed at our Annual General Meeting.

