

Promoting health and hygiene

1.23 Accident, Incident and Emergency Procedure

Policy statement

At Tywardreath Pre-School Playgroup we will do everything possible to ensure that our premises and activities are safe, aiming to limit accidents and injuries, while still allowing children to manage their own risk to give them a greater awareness of their own achievements and limitations.

Risk assessments on our premises and activities are recorded and reviewed regularly. Staff supervise the safety of sessions using a continual 'Dynamic Risk Assessment' process, re-assessing situations all the time. In the unfortunate event of an accident or emergency we adhere to the following procedure:

Procedures

Minor Accidents/Injury

There is always someone on the premises with a valid First Aid certificate.

The most senior qualified first aider on the premises will assess the incident and determine if the injury is treatable by staff at the setting or if the injury requires medical care.

The senior qualified first aider may delegate another first aider to carry out the appropriate treatment.

The injured child/adult will be taken away from the rest of the group to receive first aid care, assuming it is safe to move them. This is to respect the privacy of the injured child/adult and to ensure other children at the setting are not affected by seeing an injury, upset or trauma. If the injured child/adult is in the garden they will be taken inside and if everyone is inside the building the porch can be used for treatment.

After treatment is complete an accident form will be completed. The parent/carer of the child will be informed of any accident or incident upon the collection of a child, shown the completed accident form and asked to sign it, where possible. We will provide a copy of the accident form for the parent/carer on request.

Severe Accidents/injury - Emergency Procedure

Any injury that requires treatment beyond what qualified first aid pre-school staff can give will be escalated to a medical professional.

Depending on the assessment of the injury by the most senior qualified first aider, the emergency procedure will follow one of two outcomes:

Severe Accident/Emergency Requiring Immediate Medical Attention

- 1) The most senior staff member to stay with the child and administer any relevant first aid and delegate an adult to ring the emergency services.
- 2) Other adult to be delegate to remove the other children from the scene.
- 3) Senior staff member to delegate an adult to ring child's emergency contact. If contact is not established we will try to ring the contact numbers every 15 minutes until contact is gained. Any answer-phone messages should not include details of the incident., but should leave as much information as possible i.e.
 - Say WHO is calling "It is Sarah from Tywardreath Pre-School Playgroup"
 - Say WHY we are calling "I am calling about an urgent incident regarding your child"
 - Say WHEN we are calling – date and time "it is (time) on the (date)"
 - Say WHAT telephone numbers they can call us on – "Please call us ASAP on 01726 813 356 or my mobile 07123 456 789"
- 4) The most senior staff member to delegate an adult to ring for emergency adult support back-up. If no-one can be contacted to arrive quickly we will ask a staff member from the local shop opposite or the pub next door to help. Any help sought in this way will be treated as 'visitors' and safeguarding regulations implemented.
- 5) When paramedics arrive if the child requires transfer to hospital in an ambulance the setting manager will go with the child if the setting deputy manager is present and at least one other adult (depending on ratio). If either the setting manager or deputy manager are not at the setting the most senior member of staff will delegate a member of staff to accompany the child.

Severe Accident/Emergency Requiring Non-Urgent Medical Attention

- 1) The most senior staff member will stay with the child and administer any first aid.
- 2) The most senior staff member will delegate another adult to remove the other children from the scene.
- 3) The most senior member of staff will delegate an adult to ring child's emergency contact. If

contact is not established we will try to ring the contact numbers every 15 minutes until contact is gained. Any answer-phone messages should not include details of the incident., but should leave as much information as possible i.e.

- Say WHO is calling “It is Sarah from Tywardreath Pre-School Playgroup”
 - Say WHY we are calling “I am calling about an urgent incident regarding your child”
 - Say WHEN we are calling – date and time “it is (time) on the (date)”
 - Say WHAT telephone numbers they can call us on – “Please call us ASAP on 01726 813 356 or my mobile 07968 673 998
 - The most senior staff member to delegate an adult to ring for two emergency adult support back-up. If no-one can be contacted to arrive quickly we will ask a staff member from the local shop opposite or the pub next door to help. Any help sought in this way will be treated as ‘visitors’ and safeguarding regulations implemented.
- 4) When the parent/carer has been contacted they will be asked to collect the child immediately and take them to seek further medical assistance.
- 5) If the parent/carer cannot be contacted in a reasonable amount of time, depending on the individual injury the setting manager will take the child to the local minor injuries unit at St Austell, taking a copy of the child’s emergency contact and consent forms and one other adult. The setting manager has car insurance that covers her for business purposes and an age appropriate car seat in good working order.

If the incident requires any medical treatment, then we will:

- Inform Ofsted (under Standard 14.3 Children Act regulation, inform Ofsted about any significant events)
- Inform our Insurance Company
- Inform RIDDOR
- Consult with the parent/carers throughout this process.