

SHIRLEY CHILDREN'S CENTRE DEALING WITH ACCIDENTS AND EMERGENCIES POLICY

This policy links to the following:

- Health and Safety
- Learning, Play and Play Equipment
- First Aid

Document Control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2014	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2015
2	October 2015	Eyullahemaye Henry-Miller	Review	October 2016
3	October 2016	Eyullahemaye Henry-Miller	Review	October 2017
4	October 2018	Nicky Cook & Katie Coomber	Review	October 2019

PROCEDURE IN THE EVENT OF AN ACCIDENT

Shirley Children's Centre Health and Safety Policy should help to keep accidents to a minimum, however, should they occur, the following procedures should be followed:-

- Examine the injury and call an ambulance if necessary. Always inform Forest Academy School that an accident has occurred and an ambulance is on its way.
- Assess if the patient should be moved. If this is possible, move them gently and calmly to a quiet area where the injury can be treated or until an ambulance arrives. If the patient cannot be moved, the area should be cordoned off, e.g. with a screen or chairs.
- Make the patient as comfortable as possible. Other practitioners should distract the other children and continue with the session as normal, as much as is practicably possible.
- Forest Academy School should be kept fully informed.
- Entry should be made in the accident sheet and parents signature obtained as soon as practical.
- Refer to the lead agency - Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) procedures.
- If the injury is serious Children's Services (CS) and the Office for Standards in Education (OFSTED) should be informed.

Methods Of Reporting Following The Accident/Incident:-

The Following Should Be Carried Out:-

- Inform Centre Manager/Head Teacher
- Refer to lead agency RIDDOR if necessary
- Refer to any relevant hiring agreement as necessary
- Inform Centre Manager/Head Teacher

If a child is involved then it is all of the above plus:-

- If serious and during an activity disclose to Best Start Lead
- If during care delivered via a commissioned service refer to the Partnership Agreement, also disclose to OFSTED/Best Start Lead
- Complete an Shirley Children's Centre Incident Reporting Form

With regard to all the above ensure that services delivered by procured contractors have their own policies and procedures available for observation prior to any agreement being signed.

Policy endorsement

This policy is agreed and signed by the governing body of Forest Academy School

July 2018

