



Accident/Incident Procedure

- First Aider to assess situation. If Health Care Plan in place for individual child follow procedure on plan.

If no Health Care Plan in place and the accident/incident deemed serious:

- Leader to call Ambulance.
- First Aider to stay with child.
- Leader to call parents.
- When Ambulance arrives copies of Accident/Incident form will be given along with any other relevant documentation/information.
- Deputy Leader to lead rest of the children and keep session running in a safe place away from where the incident/accident has occurred.
- Contact Ofsted, RIDDOR and BCSP to report accident/incident if required (see Ofsted guidelines for accidents in setting).

All accidents/incidents will be recorded in the Accident/Incident folder. These will be signed by the parent and copies will be given.

Confidentiality of the child/children involved in any accident/incident will be maintained at all times.