

IN THE EVENT OF AN ACCIDENT - PROCEDURE

IN THE EVENT OF A MINOR INJURY

- If a child has an accident whilst at Step by Step a qualified first aider will assist the injured child by applying any first aid that is required for any minor injuries (wearing protective clothing / gloves). An experienced member of staff and first aider will check with the decision made.
- First aid Box is on the shelf in the kitchen. Which will get checked regularly.
- A record of the accident or incident will be written and signed by a parent and staff then kept as a record for 3 years, locked away.

IN THE EVENT OF A SERIOUS INJURY

- If a child has a serious accident in our care, medical assistance will be called immediately.
- First aid will be given by first aider until medical assistance arrives (wearing protective clothing / gloves).
- Parent / guardian will be called.
- Any serious accident, Ofsted will be notified within 14 days of it happening on 0300 1233153, enquires@ofsted.gov.uk you can also contact SPOA - Single point of advice 07825 782793 or LADO - Local authority designated officer.
- Parents will sign the accident form and that will be filed in the child's file.
- The manager will photocopy the form and keep the copy in the health and safety file.
- Ridder - contact just to see if they need informing.

IN THE EVENT OF A STAFF INJURY

- Follow above procedures and contact staff emergency details if serious accident.

Every month the manager will look at all the accidents to monitor any concerns or problems.