



### **EARLY YEARS ACCIDENT PROCEDURE**

#### **MINOR ACCIDENTS**

- Attend to the child first, never leave the child unattended.
- If an ice pack is needed, then ask for someone to help you.
- Comfort the child.
- If a child bleeds the member of staff should use latex gloves and dispose of any tissues in a zip plastic bag.
- Complete the accident book-any staff witnesses and Head of Early Years should also sign.
- Ensure the parent/carer is informed on collection of the child and that the accident book is signed by them.

#### **SERIOUS ACCIDENTS**

- Attend to the child first, ask for help to call the Head of Early Years.
- Remove other children from the area.
- Do not move the child if you suspect back or limb injury.
- Comfort the child and do not leave the child unattended.
- If an ice pack is needed, then ask for someone to help you.
- If a child bleeds the member of staff should use latex gloves and dispose of any tissues in a zip plastic bag.
- The Head of Early Years will decide if the child needs further medical attention and will ask the office to contact the parents or an ambulance.
- If the child needs to go to a medical centre or hospital, the member of staff who witnessed the accident should fill the form for the insurance company with the secretary.
- When the accident is dealt with complete the accident book-any staff witnesses and Head of Early Years should also sign.
- Ensure the parent/carer signs the accident book the following day or when the child returns to school.

Ice packs are kept in the Freezer in the Early Years Kitchen.

Each class has an accident book, which is kept in the locked cupboard in the classroom.

Jenni Garnett

To be reviewed-January 2020



**EARLY YEARS**  
**BUMP TO THE HEAD PROCEDURE**

Children bump their heads frequently and, the majority of the time, the child will stop crying and continue with their play. However, a bump to the head is taken seriously and the child is always monitored after the incident. With harder knocks to the head there may be swelling, bruising, or maybe a cut. They may have symptoms such as a headache, nausea. If this happens, we observe closely.

If a child has a bump to the head

- Attend to the child first, ask for help to get an ice pack.
- Apply the ice pack and comfort the child.
- Inform the Head of Early Years.
- Look for signs of:
  - Paleness.
  - Loss of interest in their food.
  - Loses consciousness.
  - Complains of severe headache.
  - Have signs of dizziness.
  - Vomiting.
  - Any fluids discharged from their nose or ears.
- A decision will be made by the Head of Early Years whether the child needs hospital treatment and the parents will be informed.
- If the child needs hospital treatment, then staff will need to complete the insurance form with the secretary. This process should never delay the child's treatment or hospitalisation.
- If the child is fit to stay at school, parents will be informed of the incident, the child will be observed closely for the rest of the day.
- Complete the accident book-any staff witnesses and Head of Early Years should also sign.
- Ensure the parent/carer is informed on collection of the child and that the accident book is signed by them.

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Each class has an accident book, which is kept in the locked cupboard in the classroom.

**Jenni Garnett**

**To be reviewed in January 2020**