



Accident Procedure

- Small accidents, bumps etc are dealt with by the qualified nursery staff
- Any other accident or illness: - Arrangements will be made to take the child either to the child's doctor or casualty department as necessary. If this happens the parent/carer will be contacted at once and given clear and calm information. They will be asked to make their way to meet staff at either the doctors or casualty department. Two members of staff will accompany the child one being the nursery manager/depute taken by taxi or ambulance.
- **All accidents must be recorded on an accident report form and must be signed by the management and the parent/carer.**
- **All head injuries no matter how significant must be reported to management who will contact parents.**

If an injury is serious or hospital attendance is required the Care Inspectorate should be informed immediately. A RIDDOR report will be completed where appropriate.

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