

Lightwater Nursery School

Accident and Incident policy

Parents should be aware that should an accident or emergency occur while their child is at the nursery the following procedure will take place:

1. A qualified first aider will stay with the injured child
2. A staff member will telephone for an ambulance and then the child's parents
3. Other staff members will take care of the other children
4. If the ambulance arrives before the parents the staff member who has been looking after the child will accompany him/her to hospital
5. A "consent to medical treatment form" will be taken to hospital
6. If the parents cannot be found, it may be necessary to ask the police to trace them
7. In the case of any other incident instruction is to be taken from either the manager or the person who is best informed at that point. The children's welfare and safety is paramount at all times.
8. We will keep a record of all accidents and this list will be monitored for frequency and place of accidents termly.

In any emergency the welfare of the children is paramount