



Earith Pre-School 7  
School Road  
Earith, Cambs PE28 3QB  
01487 841478  
[earithpreschool7@aol.co.uk](mailto:earithpreschool7@aol.co.uk)

## Accident and injury policy

### Policy statement

This policy aims to provide clear procedures to be followed should an incident take place resulting in a child needing serious medical attention. In an emergency, the safety of all children is paramount. Adults must keep calm and assess the situation. When the emergency is over, all details must be recorded on an accident or incident form to help with any further enquiry.

### Procedures

- A member of staff with full first aid training will assess the situation and decide on the appropriate action.
- Attend to the person injured. If help is needed, call out. Do not leave the injured party.
- Follow basic first aid practice. If uncertain, do not give treatment, offer comfort until help arrives.
- Ensure the other children in the group are being cared for. Take all the children inside if there are not enough staff to cover inside/outside play and remain away from the injured person.
- If necessary, an ambulance will be called and immediately thereafter the parent/carer with parental responsibility will be informed of the situation.
- In the event of a parent/carer being uncontactable, then the emergency contact from the child's registration form will be contacted.
- Where necessary and possible, a member of staff will accompany the child to the hospital in the ambulance where parents/carers are not available.
- The manager will decide at this point whether the remaining children will stay at the setting, or alternatively, contact each parent/carer for early collection.
- Again, in the event of the parent/carer being unavailable, the emergency contact will be contacted.
- The Chair of the Committee will be informed and Ofsted will be contacted by the manager or Chair.

Once the situation is in hand a record of events will be entered into the incident book and a RIDDOR (the reporting of injury, disease and dangerous occurrences regulations) report completed. Any relevant bodies will be asked to sign the entries as soon as possible.

### Legal framework

Reporting of injury, disease and dangerous occurrences regulations (RIDDOR 1995)

This policy was adopted by	Earith Pre-School 7	(name of provider)
On	05 August 2020	(date)
Date to be reviewed	04 August 2021	(date)
Signed on behalf of the management committee		
Name of signatory	Nathan Vingoe	
Role of signatory (e.g. chair/owner)	Chairperson	



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This Policy was reviewed

02 August 2021 (date)

Date to be reviewed

01 August 2022 (date)

Signed on behalf of the management  
committee

Name of signatory

Nathan Vingoe

Role of signatory (e.g. chair/owner)

Chairperson