

## **MINOR ACCIDENT**

**In the event of any accident:**

- 1. Staff must always wear protective clothing.**
- 2. First aider must be called to assess the injury.**
- 3. First aider to administer required treatment.**
- 4. If a child is deemed fit to continue with their day at nursery settle them back into the routine.**
- 5. Complete an accident report form fully. The parent/carer must read and sign the form and provided with a copy upon request. The original must then be place in child's personal file.**
- 6. Should a child bang their head, they will be sent home with a bumped head form. This will notify parents of any symptoms which may occur from a bumped head and action to take.**
- 7. First aid box is to be kept in the cupboard in staff room below the relevant sign.**
- 8. First aid box is checked regularly to ensure its contents are up to date.**
- 9. All staff to be first aid trained and new starters must have completed their training within three months of their start date by an appropriately qualified training body. Training is updated every 3 years .**