

Serious Accident Procedure

Should a serious accident/illness require urgent medical attention, staff MUST operate the following procedures:

- ✓ One person must stay with the injured child
- ✓ One person or more to take care of the other children
- ✓ One person will telephone for an ambulance and the child's parent(s). It may be appropriate to transport the child direct to hospital. If this is the case two people must accompany the child to the hospital.
- ✓ If the ambulance arrives before the child's parent(s), the helper who has been looking after the child should accompany him/her in the ambulance together with the child's records.
- ✓ All accidents /incidents must be recorded in the Accident Book stating the time and the nature of the accident and the action taken. It should be signed by the Leader and parent/guardian. A witness must also sign the statement. First Aid box is located to the left of the entrance.

If a child should show signs of illness, i.e., high temperature, rash, etc. the Leader MUST be informed IMMEDIATELY.

Only prescribed medicines can be administered. The parent/guardian must first complete and sign an "Administration of Medication" form. Staff administering the medicines must sign the form and a second staff member must also sign as a witness. Please check the name, dosage and expiry date on the bottle to ensure that the parent has written it down correctly.