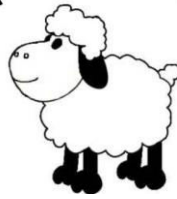


Bo Peeps Pre School



Bo Peeps Preschool Ltd,  
St Michaels Community Centre  
Wrotham Rd, Welling  
DA16 1LS  
Tel: 07935373239

## **ACCIDENT PROCEDURE**

### **Health & Safety**

#### **Procedures**

*Our accident book:*

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases, and Dangerous Occurrences.

*The following will be followed in the event of a serious accident:*

Trained first aider to deal with injured child/adult, using their training and competency to deal with the situation.

Ensure no further danger to children/adults – remove the danger or isolate it.

Remove other children from the injured child/adult into a different area while first aid is being administered.

Pre-school leader to call for an ambulance if needed ensuring clear instructions are given to the emergency services as to where Bo Peeps Preschool is situated.

Pre-school leader to contact next of kin of the child/adult to inform them of the accident and the procedures being taken.

Member of staff to wait at arranged place e.g. Community centre car park or Stephens Park to direct emergency services to the injured person.

A member of staff will accompany a child that is injured to hospital.

Accident book to be filled in.

Action to be taken to ensure this type of accident would not happen again.

Inform Ofsted of any serious accidents.

Policy written Date: September 2013

Policy Implemented Date: : April 2016

Policy Review Date: : September 2019