

## Procedure for dealing with Emergencies for accidents and incidents

Pathways requests that parents/carers complete and sign the emergency medical treatment form. (In child detail forms), enabling the manager or member of staff to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness at Pathways.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents.

The following procedures will apply:

- The first aider will be notified and take responsibility for deciding on the appropriate action.
- Manager or senior member of staff to be informed of any incidents/accidents that occur.
- The first aider will assess the situation and decide whether the child needs to go straight to hospital or safely wait for their parents to arrive.
- If the child needs to go straight to the hospital, an ambulance will be called and the parent/carer will be notified. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, as long as the consent form has been signed.
- Any individual medical plans will be followed and information passed on to the emergency services. Child's details and any medication to follow the child to the hospital.
- In the event that the child does not need to go to hospital then parents/carers will be contacted to collect their child.
- In the meantime, the child will be kept as comfortable as possible and under close supervision.
- All accidents or incidents will be recorded in detail and logged in the incident record book or accident record book. Parents/Carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by Pathways and its staff.
- The manager and other members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in Pathways.
- Any risk assessments will be reviewed
- RIDDOR will also be notified if necessary.
- Ofsted would also be notified, with a copy for nursery records.
- Nursery to stay in a calm and normal routine as possible.

Incident and accident report sheets are situated in both rooms and accident forms are stored in the children's details file.