

# Accident Policy

A file with addresses, contact numbers and medical problems is available in the play hut. There should be alternative contact numbers in case of an emergency if the first number cannot be contacted. All staff should be aware where the file is situated. The Play Leader should update this file regularly.

## Accident Procedure

- Make sure casualty is safe, call for First Aider.
- Assistant takes other children to a safe area away from the casualty.
- First Aider assesses casualty, deals with any major injury if necessary and asks the assistant to telephone for an ambulance and to contact the parents or carer.
- First Aider stays with the casualty to re-assure, assess and comfort them.
- Other staff to assist assistant as required,.
- Complete accident book.
- Upon collection authorised person to be informed, and requested to read and sign off Accident Report.

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### Reviewed by:

Vickie Smith, Co-Chair	02/09/2018
Alice Bettoney, Treasurer	02/09/2018
Date of next review -	02/10/2019