**Minor Accidents**

In the event of minor accidents of child or adult, the pre-school should continue as usual. If it is a child, one member of staff should deal with it. If it is a member of staff and they are able to, they should attend themselves.

**Major Accident involving Child**

* Playleader to assess child’s injuries;
* Helper to gather all the other children to one area and occupy them away from the injured child;
* Assistant to contact parent;
* Assistant to telephone for an ambulance;
* Assistant to telephone chair of the committee.;
* Review ‘risk assessments’;
* Also, see sections on ‘Our Accident Book’ and ‘Dealing with Incidents’ in Pre-School Health & Safety Policy (9).
* Inform Ofsted.

**Major Accident involving Staff Member**

1. The most senior member of staff to assess colleagues injuries;
2. Remaining members of staff to gather children to one area and occupy them away from the injured staff member;
3. The most senior member of staff to telephone for an ambulance;
4. The most senior member of staff to telephone emergency contact;
5. The most senior member of staff to telephone chair of committee;
6. Review ‘risk assessments’;
7. Also, see sections on ‘Our Accident Book’ and ‘Dealing with Incidents’ in Pre-School Health & Safety Policy (9).
8. Inform Ofsted.

**The policy was reviewed in July 2024**

**Next review date: July 2025**

**Signed: Claire Lavender-House**