**Accident Procedure**

Whilst not wishing to alarm parents, it is necessary to put in place a procedure in case of serious accident, in order to make sure that any incident is dealt with in the best interest of all the children in our care:

* First Aider to support the casualty and if necessary ask for emergency services to be contacted.
* Every effort will be made to contact a parent using home and emergency contact numbers.
* Remaining member(s) of staff will take responsibility of the other children in the group, reassuring them and if appropriate taking them away from the casualty.

Any other less serious accidents/incidents resulting in bumps, cuts or bruises will be recorded accordingly in our Accident Record File and informed to parents at the end of the session.

In the case of a child suffering any head injury, a ‘head injury’ letter as well as an NHS Head Injury leaflet containing advice and procedure will be sent home with the child too.

We hope parents will feel confident that we are vigilant and endeavor to keep the children safe by constantly assessing the safety of activities as we plan them.

Reviewed and Updated June 2021