



St Thomas' Church Hall, 75 Monsell Road, LONDON, N4 2EF  
Tel: 0207 354 9347

## Accident Policy

In the event of an accident the following procedures must be observed

1. The Playgroup leader Claudine Noury is the designated person to call for help. The child's parents should then be contacted
2. In the event of a parent unable to get to playgroup before the child leaves for hospital the Playgroup Leader is to accompany the child and support the family.
3. All children's contact details are in the register and in the child's profile. In the event that the child is to be taken to hospital the Child's contact sheet should accompany the child. The information which is on the sheet should contain the name and address of the child's doctor and any allergies from which they suffer.
4. Whilst talking to the child's parents it is important to be calm and informative with any information you have been given.
5. The Playgroup assistant at the time of the accident should stay with the child and perform any necessary first aid.
6. All staff must have had first aid training and this will be reviewed twice yearly.
7. All head injuries need to be documented in the first aid book and a form completed explaining which happened and this should be timed and dated. The form should be handed to the child's carer giving a clear explanation of what happened.