



## **ACCIDENTS AND EMERGENCIES POLICY**

When parents / carers leave a child in the care of the setting, York Childcare Ltd (YCL) is legally bound to ask for written consent from the parents/carers to seek medical help in case of emergency. This is not consent for treatment to be given but allows the setting to seek the advice of a medical practitioner and is completed as a part of the registration process.

In addition, upon registering with YCL parents and carers are asked to give consent for one of the setting staff, qualified in First Aid, to provide First Aid Treatment for their child, should the need arise.

### **PROCEDURE FOR ACCIDENTS & EMERGENCIES**

Whilst reassuring the child, the staff member will assess the accident and make the child comfortable.

In the case of a MINOR accident, the staff member will follow these steps:

Where consent has been given, a registered First Aider will administer First Aid treatment.

- Report to the Setting Manager.
- Enter details on the Accident Record form on the child's profile on Ovio.
- Inform parent/carer of accident as soon as possible and ask him/her to sign the Accident Form as a confirmation that he/she has been informed at the first possible opportunity.

In the case of a MAJOR accident, the staff member will follow these steps:

Where consent has been given, a registered First Aider will administer Emergency First Aid treatment until the emergency services arrive.

- Telephone emergency services.
- Contact the parents to inform them of the situation.
- Accompany the child to the treatment centre with their REGISTRATION DETAILS until the parent /carer arrives.
- Write down the details on the Accident Record form as soon as is practical.
- Report to the Setting Manager.
- Setting Manager to inform the Chief Executive Officer (CEO), Ofsted and RIDDOR necessary.