

# Little Trinity Ltd

## Accident Procedure

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### MINOR ACCIDENT

The procedure is as follows:

- Put on disposable gloves and apron.
- Assess injury and if necessary call the Nursery Manager.
- Treat the injury.
- Settle the child back into the base room and observe.
- Record the incident on an accident form and sign. If the accident was a head injury, fill in Head Injury Form and notify parents/carers.
- The Nursery Manager will sign the accident form.
- Parents/carers will have the injury explained to them when they collect their child and will be asked to sign the form.

### MAJOR ACCIDENT

The procedure is as follows:

- Put on disposable gloves and apron.
- Notify the Nursery Manager or deputy in Manager's absence.
- The Nursery Manager/Deputy will assess the situation and decide whether the child needs to go immediately to hospital or can wait for the parent/carer to come.
- The Head Teacher as a Little Trinity Director will be notified.
  - a) If the child needs to go straight to hospital an ambulance will be called. The parent/carer will be contacted and arrangements will be made to meet the parent/carer at the hospital. A member of staff will accompany the child to hospital, but will not sign for any treatment to be carried out.
  - b) If the child can wait for the parent/carer to come, then the parent/carer will be contacted and the child will be made as comfortable as possible and a member of staff will stay with the child.
- A letter giving details of the accident will be provided to give to the doctor or hospital.
- The incident will be recorded on an accident form and parents/carer will be asked to sign it.
- It will then be for the parent/carer to decide whether to go to hospital or not.

## LITTLE TRINITY LTD

Birmingham Road, Kidderminster  
Worcestershire, DY10 2BY

### ACCIDENT FORM

#### INJURED OR AFFECTED PERSON

Name .....

#### PERSON REPORTING ACCIDENT

Name ..... Job Role.....

#### DETAILS OF ACCIDENT

Location:	
Date:	Time:
Witnesses:	

#### DETAILS OF INJURY

Nature:
How the accident happened:



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**OUTCOME (please tick):**

Not off Nursery..... Off Nursery less than three days..... Off Nursery more than three days.....
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Notes/:

**NURSERY MANAGER SIGNATURE.....DATE:**

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