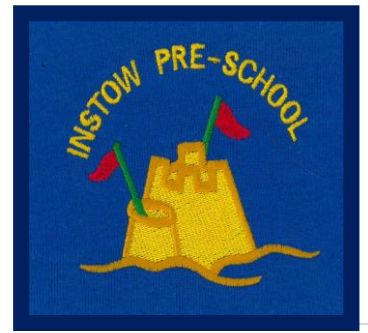


## Instow Community Primary and Pre-School Accident/Incident Policy



1. In the case of an accident/incident, where the emergency services/parents/carers should be called, then the person responsible for calling the emergency services will be the Pre-School Leader and in her absence the qualified member of staff who is standing in.
2. If the child is required to be isolated from the other children for any reason, (health and safety), then one member of the Pre-School staff will remain with that child until either the emergency services, or parent/carer arrives, whichever is relevant at the time.
3. In a case where a child may need to be accompanied for any reason, then a member of staff will accompany the child.
4. The Pre-School will always maintain the required adult/child ratio for the other children in their care.
5. The Pre-School Leader will contact the Head Teacher to notify of the accident/incident.
6. Records will be kept by the Pre-School for all accidents and incidents and these will be shared with the parent/carer, who will be asked to sign that they have read 'what' and 'how' the accident/incident happened. These records will also be signed by the staff member who treated/dealt with the accident/incident and also the Pre-School Leader.
7. There are always qualified Paediatric First Aid trained staff each session.
8. If a significant incident occurs (as standard 14) then DCC (OSHENS) and Ofsted will be notified.

Policy reviewed June 2025

Signature of Chair of Governors

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The policy will be reviewed by June 2027