



**Ofsted**  
Outstanding 2022



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## **ACCIDENT POLICY/ PROCEDURE**

In the event of an accident, clubs first aider must be notified and are to take responsibility in taking appropriate action in deciding what actions are to be taken.

If a child needs immediate hospital attention, a staff member will escort them and the parent will be notified immediately. If a child does not require immediate medical attention but their condition means they need to go home, again, parent/s will be contacted immediately. If in any doubt call 999

When a child required first aid treatment, the designated first aider will be notified and take responsibility for appropriate action taken.

All such accident or incidents will be recorded in detail and logged in the accident record book, parents will be asked to sign, acknowledging the accident has happened and what action have taken place. Where a child has been hospitalised, a full report will be sent to ofsted.

### **ACCIDENT POLICY**

Always remember:

1. Make sure the situation is under control
2. Don't panic
3. Locate and reassure other children where necessary to do so
4. Make sure a member of staff remains with the child and don't move the child until it is safe to do so
5. Manager must contact parent after they have assessed the situation
6. If necessary telephone for an ambulance and accompany the child until their parents arrive
7. Complete the accident record book and write up full report if the child hospitalized
8. Establish the cause and review procedure
9. Report all hospitalised accidents to Ofsted, school and Bolton Council.

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