



PROCEDURES TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT

Should an accident occur at Toptotz Day Nursery at any time, the following procedures must be followed:

- First aid procedures to be carried out on the child concerned.
- If no obvious injury is detected but the child is in significant discomfort, the child must be made comfortable, reassured and monitored in situ until an ambulance can be called and has arrived.
- Parents/guardian to be called on the emergency numbers provided as soon as possible.
- The accident must be recorded accurately in the accident book and have parents sign the record in the accident book.
- Under no circumstances should a member of staff transport a child in their private vehicle unless consent is given by the parent/guardian.