



CLWB PENMORFA ACCIDENT & INCIDENT POLICY AND PROCEDURE

- All accidents are to be dealt with immediately.
- An accident/incident book or form will be filled in as soon as possible after the event and they are to be signed and dated by the member of staff who dealt with the accident/incident and also the person in charge (Lisa Oldroyd). If the PIC is not available, this is to be signed by a senior member of staff.
- When recording incidents, it will be noted on the form when there is no accident form to correspond to the incident.
- A fully stocked first aid box will be kept on the premises at all times and all staff are to be made aware of its position in the kitchen. The PIC will check this complies with standards.
- All parents/carers are to sign the accident/incident form on the day it happened and they will be informed of the circumstances of the accident/incident.
- If a child attends Ysgol Penmorfa nursery after they have left Clwb Penmorfa a phone call will be made to the parent/carers listed as contacts. They are to be informed of the accident and the need to come in to sign the form. This

is recorded in the log book, which is kept in the second drawer of the locked filling cabinet.

- If there is an accident or incident form unsigned at the end of the day, the member of staff who witnessed the accident will gather the treatment information and phone the parent/carer to inform them that day. A record of this is to be kept in the log book, as above.
- All accidents will be dealt with in a quiet and calm manner whilst reassuring the child/children at all times.
- Parents/carers are to sign forms in their Agreement to state if they agree to CPR being carried out on their child/children.
- All of the Accident/Incident forms are kept together and stored in the locked cupboard in the main room. Forms will be stored for 21 years.
- If CPR was ever needed to be used parents/carers would be informed immediately.
- If in doubt with any accident, staff members will seek medical help immediately.
- In the event of a child having to go to hospital, all efforts will be made to contact the parent/carer (logged in the log book) but if they are non-contactable, the child will be accompanied by a member of staff from Clwb Penmorfa.
- Ysgol Penmorfa will be notified of any medical emergencies.

Amended September 2023

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