St Francis' Nursery Accident/Incident Policy

- All accidents/incidents must be reported to the class teacher.

- Staff in the Nursery class will deal with the accident and assess whether or not they can treat the child or whether a designated First Aid member of staff will be required to help the child. If this is the case one of these staff members will be called to assist.

- If there is a very serious accident and injury to a child which requires further medical attention, then the following action will be taken:
  - Phone the Doctor or Ambulance.
  - Phone the Parent/ Caregiver.

- If it is necessary for the child to go to Hospital, the child will be accompanied by a familiar adult from the setting, who will stay with the child until the parent/guardian arrives.

- If the parent/guardian is unable to be contacted prior to the child leaving the setting, continued efforts will be taken to arrange to meet the parent/guardian at the hospital.

- All accidents/incidents must be reported in the Accident or Incident Book depending on which ever one is necessary. The following needs to be noted:
  - Date and time of accident/incident.
  - What happened
  - Nature of Injury/ Incident
  - Action Taken
  - Witness to Accident/Incident

This book needs to be signed by the parent and the teacher. Very serious accidents and incidents will also be signed by either the Principal or Vice Principal.