

## **Accident/ Existing Injuries Procedure**

- All staff to wear protective clothing (disposable gloves and apron).
- Accident to be treated.
- All children's accidents to be recorded on the Children's Accident Form kept in the office within the accident log. A copy to be placed in the accident log and a copy is shared with the parents
- Parent/carer to be notified and to sign accident form.
- Manager to be notified of all accidents and sign accident form.
- Staff accidents – accident form to be completed. These are kept in the staff accident folder in the manager's office.
- All children arriving from home with injuries must also be recorded on an existing injuries form which is kept within the office in the accident log. The forms should be filled out by parents and signed.