

### **Minor Accident**

If a minor accident occurs the procedure is as follows:

1. The child is taken into a quiet area.
2. The injury is assessed by a qualified staff member and if necessary the manager is called.
3. The injury is then treated.
4. The child is then resettled back into the routine and observed.
5. The incident is then recorded in the accident book and an incident slip is written for the parent.