



## **Accident procedure**

### **MAJOR ACCIDENT**

**If a major accident occurs the procedure is as follows:**

At all times the staff must wear protective clothing (disposable gloves).

1. If able to be moved, the child is taken into the quiet room and the Manager is notified
2. She will then assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come
  - a. If the child needs to go straight to hospital an ambulance will be called. Then the parent/main carer will be contacted and arrangements will be made to meet the parent/main carer at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out
  - b. If the child can wait for the parent/main carer to come, then the parent/main carer will be contacted and the child will be made as comfortable as possible and a member of staff will stay with them until the parent/main carer arrives. It will then be for the parent/main carer to decide whether to go to the hospital or not
3. A report of the accident will then be recorded in the accident and log book