



White House Nursery

**97 West End Road
Ruislip
Middlesex
HA4 6JN**

01895-632681

Email: office@whitehouse-nursery.co.uk

Website: www.whitehouse-nursery.co.uk

ACCIDENT PROCEDURE

- 1) Child to be taken to First Aider.
- 2) Assessment of accident.
- 3) Ensure other children are safe.
- 4) Carry out First Aid procedure.
- 5) Comfort child.
- 6) Information of accident and First Aid given recorded.
- 7) Inform manager / deputy manager.
- 8) Inform parent and receive signature.

EMERGENCY PROCEDURE

- 1) As above 1-4.
- 2) One staff member contacts parent, whilst First Aider continues treatment.
- 3) Take the child to hospital and meet parents there.
- 4) Retain details throughout treatment and on return to nursery record details in accident book. Details should also be recorded on an event sheet and Ofsted informed. 0300 123 1231

Prior consent is agreed on the registration form with parents to carry out the emergency procedure prior to any incidents.

MEDICINE POLICY

- 1) If a child requires medicine it is to be provided by the parent.
- 2) The parent then informs a staff member that their child is on medication.
- 3) It is then recorded in the medicine book-
Last Dose- Date- Childs name- Type of medicine- Time to be given- Dose- Parent sign- Staff sign.
- 4) Once a staff member has administered medicine, that is then recorded in the medicine book, under staff sign. This must be witnessed.
- 5) At the end of the day the parent signs the book again once a member of staff has informed them that the medicine has been administered.