**Accidents policy and procedure**

We will take every precaution to ensure there are no accidents.

Most accidents are resolved on the spot by the leader removing the group from potential threats and providing first aid.

If an accident requires minimal intervention staff nevertheless must record this and inform parents at the end of the day (and get them to sign the form confirming that they have read the accident report).

**Serious accidents**

We acknowledge that a serious accident can occur. In the unlikely event of a serious accident the following steps apply :

 - First Aider to attend to any casualties and give them emotional reassurance

- Staff to secure the safety of the whole group from further danger and stop activities if it is safe to do so.

- Contact medical emergency service at 999

- Managers or person in charge to call parent/s of those affected

 - A record of changes in casualties condition and anything to be administered to them to be made if possible in the moment, if not as soon as possible. A more thorough record of information will be reviewed at due time when all learners are safe.

 - Emergency services will be pointed to the nearest entrance at the time of the accident.

 - A member of staff must travel with the medical professionals to the hospital until parents are reunited with the child at the hospital.

-Staff to meet parents at the hospital and give them a better description of the event. Member of staff to be reunited with Being Free Being Me team and children as soon as they can.

-The rest of the group safety and learning will be maintained by the remaining staff and adults away from the scene of the incident.

-Always contact families immediately if a child suffers a head injury.

-Inform Ofsted and CSCB of any serious accidents that require medical attention

-Report the incident completing a RIDDOR report online: <http://www.hse.gov.uk/riddor/report.htm>

**Accident report form and first aid book**

These reports should be filled in whenever there is an accident .This will allow us to review our safeguarding procedures and strengthen them.

**Equipment involved**

Ensure that all equipment involved in a serious accident is retained in an unaltered condition in case it is required by the police.

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| This policy was adopted by: Being free being me | Date: January 2020 |
| To be reviewed: January 2021 | Signed: Maria Souto Varela and Catia Lopes |