

Saffimah Northfield Academy

Daisy drive, Kuchikau phase 2. Near Sino block industry and 1 km away from Birmingham University
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Accident/Incident Policy and Procedure

The safety of your child is paramount and we will take every measure we can to protect children from hurting themselves. However, sometimes accidents do happen and we have written the following procedure on how we will deal with such a situation:

- We will comfort the child and reassure them
- We will assess the extent of their injuries and if necessary call for medical support
- We will carry out any first aid procedures that are necessary and that we have been trained to do
- Once the child is more settled we will contact you as soon as possible to inform you of the accident and if necessary to ask you to return to care for your child/ meet us at the hospital as the case may be

After every accident, however minor we will:

- complete a report in our accident book
- ask you to sign the report and then provide you with a copy

It is important that you keep us informed regarding your child's condition following an accident and if you have sought medical advice.

Sign/Date: _____

Parent of: _____