Accident, Incident and Emergencies

An accident is a child, member of staff, volunteer or visitor hurting themselves during a NAP Club session.

The procedure in dealing with an accident is:

1. To assess accident.
2. Reassure victim.
3. Contact First Aider on duty.
4. First Aider will assess, clean and dress injury.
5. Inform parent/carer next of kin if appropriate.
6. Report in the Accident Book.
7. In the event of a head injury, a text message is sent to a parent/carer and a copy of the Accident Book entry given upon collection of their child.
8. Obtain parent/carer signature on the NAP copy of the Accident Book entry.
9. If child is attending school or pre-school/nursery from NAP Club, the Play Leader is to inform Teacher and Pre-School/Nursery Leader and gain signature from them as confirmation of information. Gain signature from parent at next session child attends.

An incident is something that has occurred within the setting that is serious, possibly life threatening, that requires the emergency services attendance.

The procedure in dealing with an incident is:

1. Assess incident.
2. Ensure safety of everyone.
3. Evacuate the premises in a swift and efficient manner and call register (if necessary)
4. If there is a victim, make comfortable and stay with them.
5. If necessary, take other children away from situation.
6. Call emergency services giving precise instructions.
7. Instruct one member of staff to wait for emergency services and direct to incident.

An emergency is an accident or incident that requires the emergency services to attend.

The procedure in dealing with an emergency is:

1. Act in a calm and speedy manner.
2. Take control of situation.
3. Assess and reassure.
4. Get help.
5. Dial 999.
6. Explain in a concise way the emergency.
7. Send someone to wait for the emergency services.
8. A member of staff to continually try and contact parent/carer.
9. Report accident in Accident Book.
10. Report to any necessary authorities and agencies.

- If a member of staff must travel to hospital with the casualty, the appropriate Playworker will accompany them (considering Staff/Child ratios first), taking a copy of the completed Accident Report Form for the medical team.
- Should it not be possible to maintain the appropriate staff to child ratio at the setting, the Play Leader will contact all parent/carers and ask them to collect their child/children.

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