**Busy Bodies Child Care Centre Ltd**

**Major Accident Procedure**

A major accident is defined as:

* Suspected fractures
* Burns
* Concussion
* Or any other injury that we feel needs an expert opinion

In the event of the above occurring, we will;

* Assist the child
* Remain calm
* Where possible, arrange for the other children to sit down for quiet activities.
* Call for an ambulance if necessary
* Contact the parent or guardians to advise them of the situation and of what steps are being taken.
* If the parent/carer has not arrived by the time the ambulance arrives; a member of staff shall stay with the child at all times.
* Take the child’s emergency contact information, with the consent for emergency treatment if necessary.
* A member of staff will remain at the hospital until the parent/carer arrives.
* Complete a full report as soon as possible. A copy shall be kept on file and a copy then given to the parent/carer.
* Contact Ofsted.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

Signed ………………………………………………….. Signed………………………………………………………..

Signed ………………………………………………….. Signed………………………………………………………..

Signed ………………………………………………….. Signed………………………………………………………..