**CHILD NEEDING MEDICAL TREATMENT PROCEDURE**

If a child is unwell or involved in an accident whilst at nursery:

* The member of staff with the child at the time of the incident/accident will check the child’s condition.
* If needed, first aid will be provided by a qualified member of staff.
* The situation will be reported to the member of staff in charge of the session.
* If there is any doubt about the seriousness of a child’s condition the member of staff in charge will contact an ambulance and the child’s parents/carer immediately.
* A member of staff will accompany the child to hospital and take the child’s Health Form which is kept in the health forms and permission folder.
* Other staff will remain with the other children and keep them calm and away from the incident.
* As soon as possible after the incident/accident a record of events will be recorded in the incident or accident book. This should include as much detail as possible and be countersigned by the staff involved and the child’s parents/carers.
* Ofsted will also be informed ASAP (within 14 days) as well as other agencies as needed.
* If a child sustains a head injury or any other significant injury other than a scrape or a graze, attend to the child as point 1, 2, and 3 above.
* THEN -
* Contact the parent/carer and inform them of the incident, describing the injury and how the child appears. Let them know that you will send them a photo of the injury.
* Once received, ask the parent to let you know if they would like their child to stay at nursery or be collected to go home.
* Continue to monitor the child.

*This procedure was adopted at a meeting of the nursery school held on (date)…………………………………*

*Signed on behalf of the nursery school………………………………..*

*Understood and accepted by:*