

ACCIDENT PROCEDURES

Staff members witnessing accident MUST INFORM THE MANAGER OR DEPUTY OF EACH AND EVERY ACCIDENT

CHILDCARE Manager or deputy to assess severity of the accident

Serious Accident requiring hospital treatment

- Ring for an ambulance or taxi - depending of the severity of the accident (company car not to be used)
- Collect child's nursery records and take with child to hospital
- Ring parent at work or home and him/her to meet you at the hospital
- Record accident in the Accident Book (Health & Safety)
- Fill in accident form and ensure that this is signed by the Parent / carer ON THAT SAME DAY

Accident not requiring hospital treatment:

- Carefully assess the wound or bump to confirm that no hospital action is necessary
- Plenty of cuddles
- Action as necessary, e.g. cold compress
- Parent or carer informed immediately
- Fill in accident form and ensure THAT this is **signed by Parent or carer, ON THAT SAME DAY**

CROSSING THE ROAD

THE ROLE OF THE ADULT WHEN CROSSING THE ROAD

- Explain to the children why they need to stop, look and listen when crossing the road.
- Help the children to learn the names of the different crossings, such as zebras, puffins, pelicans and footbridges.

Follow these steps with the children every time you cross the road. The [named Person-In-Charge of the trip must always be at the back of the group.](#)

1. Talk about safer places to cross and how it's harder to see where there are parked cars, junctions, bends or the brow of a hill.
2. First explain that they must stop at the kerb and not step into the road as traffic might be coming very fast.
3. The named **Person-In-Charge of the trip** then goes to the front and enters the road as soon as it is safe to do so. Stop on the middle of the road with one hand open wide and the other inviting the adults and children to cross the road in pairs. When it is safe, walk straight across (not diagonally) and keep looking and listening. Tell the children they must do this in case there is any traffic they did not see, or in case traffic appears suddenly.
4. Younger children will hold hand with friend and the other hand to the practitioner. The Trip Leader will finally be the last person to cross the road.

5. Once everyone has safely crossed the road, the journey will continue again with the named Person-In-Charge of the trip at the back.

Crossing between parked cars

Try not to cross between parked vehicles, but if there is nowhere else to cross:

- Choose a place where there is a space between two cars and make sure that it is easy to get to the pavement on the other side of the road.
- Make sure neither car is about to move off - look for drivers in the cars, lights and listen for engines.
- Don't cross near large vehicles. You could be standing in a blind spot, where the driver cannot see you.
- Walk to the outside edge of the cars and stop. Here you can be seen by drivers and you can look all around for traffic.
- Follow the steps above. When the road is clear, cross, still looking and listening as you go.
- About to move off - look for drivers in the cars, lights and listen for engines.
- Don't cross near large vehicles. You could be standing in a blind spot, where the driver cannot see you.
- Walk to the outside edge of the cars and stop. Here you can be seen by drivers and you can look all around for traffic.

DISCUSSION POINTS

1. Talk about safest places to cross and how it's harder to see where there are parked cars, junctions, bends or near the brow of a hill.
2. Explain that drivers and riders won't be able to see you either - therefore, we too also watch out for them.
3. Holding hands with a child and get everyone to hold hands so that you stay together as a group.
4. Look all around and listen for traffic before crossing the road. We must look all around because traffic could come from any direction and they should listen because sometimes you can hear traffic before you see it.