

Injury on Arrival & Transporting Children to Hospital Procedures

Injury on Arrival:

- All signs of marks/injuries to a child, when they come into an Early Start setting (or occur at a time during the day) will be recorded as soon as noticed by a staff member using an Injury on Arrival Report Form and brought to the attention of their line manager and/or DSO
- The incident will be discussed with the parent at the earliest opportunity, if appropriate
- Such discussions will be recorded and the parent will have access to such records, if appropriate
- If there are queries regarding the injury, Newham Children's Services TRIAGE team will be notified in line with Safeguarding and Child Protection procedures.

Transporting Children to Hospital:

The nursery manager/staff member must:

- NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange for them to attend
- On arrival, following directions from the ambulance staff including about whether to immediately leave for the hospital or wait for the parents to arrive. Update the parents as appropriate
- Arrange for the most appropriate member of staff to accompany the child; taking with them relevant information including the registration /consent forms, medication and the child's comforter. In case of food allergy, the product packaging
- The manager / senior staff should ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the senior management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may require additional support following the accident.