Accident and Emergency Policy

This policy clearly states the steps our tutors will follow to protect your child from injury whilst in our

care.

**What would happen in the event of an emergency?**

* The Hereford Learning Hub will comfort and reassure the child
* HLH will assess the extent of the child’s injuries and take any necessary steps
* If the injury is serious, I will follow the procedure given below

**What would happen in the event of a serious or life-threatening injury?**

* I will contact the emergency services immediately and accompany the child to the hospital if necessary
* I will contact all parents/carers as soon as possible and, if necessary, ask you to collect your child from the tuition or meet me at the hospital

**What would happen following an accident?**

* I will record the full details of how and where the accident happened and note any treatment given
* You will be given a paper copy
* You will be asked to acknowledge, in writing, that you have seen my report

**What precautions are in place to prevent emergencies?**

To help avoid emergencies, my home is fitted with fully functioning smoke alarms, which are tested and checked regularly

**Training**

Hereford Learning Hub will undertake all relevant training necessary regarding first aid training. First aid training will take place every two years. All staff and peripatetic staff will take ownership of the policy.