



Accident and Emergency Procedure

Policy Review Date: March 2026

Next Review Date: March 2027

Responsible Person: Elena Sullivan



Contents

1. Purpose
2. In the Event of a Minor Accident
3. In the Event of a Serious or Life-Threatening Injury
4. After an Accident
5. Medical Information
6. Preventative Measures
7. Fire Procedure
8. Policy Review



1. Purpose

The safety and wellbeing of every child attending The Learning Pod is paramount.

This policy outlines the procedures that will be followed in the event of:

- A minor accident
- A serious injury
- A medical emergency

All reasonable steps will be taken to protect children from harm whilst they are in my care.

2. In the Event of a Minor Accident

If a child sustains a minor injury during a session, I will:

- Comfort and reassure the child.
- Assess the nature and extent of the injury.
- Administer appropriate basic first aid if required.
- Inform parents/carers at collection or via phone message if appropriate.
- Record the details in an accident report.



3. In the Event of a Serious or Life-Threatening Injury

If a child sustains a serious injury or becomes seriously unwell, I will:

- Contact emergency services immediately by calling 999.
- Administer first aid within the limits of my training while waiting for emergency services.
- Contact parents/carers as soon as possible.
- Remain with the child until a parent/carer or medical professional takes responsibility.
- Accompany the child to hospital if necessary and if a parent/carer has not yet arrived.

Emergency contact details provided at registration will be used.

4. After an Accident

Following any accident:

- A written accident report will be completed as soon as possible.
- The report will include date, time, location, nature of injury, and action taken.
- Parents/carers will receive a copy, either paper or electronic.
- Parents/carers will be asked to acknowledge receipt of the report in writing.

Records will be stored securely in line with the Confidentiality and Data Retention Policy.



5. Medical Information

Parents/carers must provide:

- Emergency contact details.
- Relevant medical information.
- Details of allergies or medical conditions.

The Learning Pod cannot administer medication unless specifically agreed in writing in advance.

6. Preventative Measures

To reduce risk and prevent emergencies:

- The tutoring space is kept tidy and free from hazards.
- Furniture is stable and suitable for use.
- Smoke alarms are fitted, tested regularly and fully functioning.
- Basic first aid supplies are available.
- Clear access to exits is maintained at all times.

Risk assessments will be reviewed periodically to ensure the space remains safe.



7. Fire Procedure

In the event of a fire:

- The child will be calmly escorted out of the property immediately.
- Emergency services will be contacted.

- Parents/carers will be informed as soon as possible.

A clear exit route is always maintained.

8. Policy Review

This policy will be reviewed annually or earlier if circumstances change.

Signed:

Elena Sullivan
The Learning Pod

Date: 28.3.26