



Gdańsk, April 2024.

**Procedure to be followed in the event that a child, while at the preschool
has an accident.**

1. Teacher:
 - Gives the child, if possible, pre-medical first aid and provides care for the other children.
 - Notifies the child's parents and the Director of the preschool of the accident.
 - If necessary, he/she calls an ambulance to the place. If the injury was to the child's head he/she always contacts the ambulance service by telephone.
 - Draws up an accident report describing the course of the incident.
2. In the event of an accident causing serious bodily injury, a mass casualty or a fatal accident. The Director or any other staff member of the preschool who becomes aware of the accident shall take the following action:
 - Immediately provide care to the injured person
 - Call an ambulance and inform the Preschool Director
 - If possible, give first aid to the injured person
 - Draw up an accident report describing the course of the accident
3. The Preschool Director or a member of staff authorised by him/her is obliged to:
 - Notify immediately in any accident: the parents of the injured person, the authority in charge of the preschool, the health and safety specialist.
 - Secure the site of the accident in such a manner that unauthorised persons are not allowed in
 - Appoint an accident team to establish the circumstances and causes of the accident and draw up an accident report
 - Approve the report, which is signed by the accident team, deliver it immediately to the parents and inform them of the manner and procedure for appealing against the report
 - Notify the State Sanitary Inspector immediately if it was a case of poisoning
4. There is a first aid kit in each room, group teachers are responsible for its contents. Any deficiencies in the first aid kit must be reported immediately and on an ongoing basis to the Preschool Director or his/her designee.
5. A first aid kit is also located in the Preschool Director's office, to which any authorised member of staff has free access.