

ACCIDENT POLICY

- 1) If a child has an accident it is assessed as to whether the parents need to be notified immediately and, therefore, given the choice to collect the child and to, maybe, seek further treatment. However, if a child suffers a head injury, no matter how serious, a member of staff will always notify the parent immediately. The accident will be recorded in the accident book and the child will continue to be monitored if they remain at nursery. Any child who has a serious injury, serious illness or death in our care, we will notify Ofsted and the local child protection agencies and act on any given advice.
- 2) On assessment if the child needs medical treatment we will contact the parent and, if necessary, meet the parent at the St. Mary's walk in Clinic (Two members of staff would accompany the child) or if the injury is of a serious nature we will call 999 for an ambulance to take the child to hospital. We will then notify the parents.
- 3) First aid will be given at the nursery by staff who have had first aid experience. There will always be at least one member of staff on the premises who has a current first aid certificate.
- 4) Cold compress for bumps and bruises.
- 5) No creams or plasters are used in case of allergies.
- 6) Accidents are always dealt with in a calm manner so as not to alarm the child and to cause minimum upset to the other children.
- 7) Accidents are recorded in the accident book. A member of staff who witnessed the accident records the date; time; details and treatment and signs the book.
- 8) Parents are informed calmly of the details and treatment to their child and are shown the accident book and are asked to sign to indicate they are aware of the details of the accident.
- 9) If a child injures themselves physically and there are no obvious signs or marks, we would check the child over from head to toe and record any findings on a body map record form. The child will continue to be monitored. This form is signed by the staff and parent.
- 10) Disposable gloves are always used when dealing with accidents.
- 11) Most staff have had practice during first aid courses. Disposable mouth guards are used in the event of resuscitation being required and are stored in the first aid box.
- 12) The first aid box is replenished as is required.