

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 on the accident platform using Nursery in a Box System 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, RIDDOR (HSE) 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 up to date first aid experience. All staff on the premises who hold a current qualification in Early Years Care and Education has a current first aid certificate. There is always at least one staff member on the premises that holds a first aid at work certificate, who can attend to adults who have accidents while on the premises.
- 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 using Nursery in a Box Systems, and record logs can be drawn and analysed for each class, area or nature of accident. A member of staff who witnessed the accident records the date; time; details and treatment and signs the form, a counter signature is also required for any witnesses to the accident and/or treatment given, this is then sent to the parent via email in order for them to acknowledge the accident.
- 8) Parents are informed calmly of the details and treatment to their child via a telephone call if necessary and will receive the accident form via email in which they are asked to sign to indicate they are aware of the details of the accident, the parent/ carer is then able to access this via their parent admin account.
- 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 using the

accident log. The child will continue to be monitored. This is then signed by the staff and parent.

- 10) Disposable gloves are always used when dealing with accidents.
- 11) In the severe case of having to administer CPR, 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.

This policy was reviewed on: 1st July 2024

By: Emma Fowles (Operations Manager)