



Accident/Incident Policy

In the event of a child suffering an accident whilst in nursery the following procedure will be carried out:

- First Aid procedures will be carried out by our qualified First Aider if required
- Staff will complete an Accident Report stating details of accident and the care given; this will be signed by a member of staff who has witnessed the accident/incident
- Report will be signed by the parent/carer and member of staff involved
- Report will be recorded by clerical for audit purposes and filed in child's folder

In the event of a child suffering a more serious accident the following procedure will be carried out:

- First Aid procedures will be carried out by our qualified First Aider.
- They will determine whether we require to phone child's parent or emergency contact/Doctor/Emergency Services
- Parents will take responsibility for accompanying their child to hospital if they arrive on scene sooner than emergency services.
- If emergency services are required, and parental contact cannot be made or will not reach the scene in time for emergency service then a member of SMT will accompany the child to hospital
- Staff will complete an Accident Report stating details of accident and the care given
- Report will be signed by the parent/carer and member of staff and filed in the child's folder
- Serious accidents/incidents will be reported to the care inspectorate
- In event of hospital visit form HS1a will be completed and sent to EDC Health and Safety

In the event of a child being injured as a result of an incident with another child e.g. being bitten, scratched, kicked, punched etc, the following will be carried out:

- First Aid procedures will be carried out by our qualified First Aider
- Staff will complete an Incident Report for each child involved stating details of incident and care/support given to their child – these will be signed by a member of staff who has witnessed the incident
- Report will be signed by parent/carer and member of staff
- Report will be recorded by clerical for audit purposes and filed in each child's folder
- In the event that the incident is unobserved by an adult but reported by a child, the child's first aid and emotional needs will be met, an Unobserved Incident Report will be completed and the parent of the child who has been hurt will be notified and asked to sign the form.

Care Standard:

1.24 Any treatment or intervention that I experience is safe and effective.

3.21 I am protected from harm because people are alert and respond to signs of significant deterioration in my health and wellbeing, that I may be unhappy or may be at risk of harm.

This policy has reviewed and updated following consultation with staff and parent/carers

Signed

February 2022