



Accident Policy

The purpose of this policy is to ensure that when an accident occurs within Tiddlers Nursery and Pre School appropriate action is taken and accurate information is recorded and communicated. An accident is classed as an occurrence which has resulted in an injury to one or more persons.

Who is Responsible?

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of first aid and that there is at least one member of staff on duty at all times who has a valid paediatric first aid certificate.

It is the responsibility of the member of staff who has administered the first aid to complete the accident report and ensure that it is signed by the parent or carer of the child or children involved. All members of staff have a responsibility to ensure that the manager is informed when items from the first aid box are used. A system of recording is in place to ensure that the first aid box is restocked on a regular basis.

How the Policy is Implemented?

When creating the staff rota, the manager must ensure that most of the staff on duty has a valid first aid certificate. The manager will check the first aid box each month to ensure that the box is fully stocked, if there are any items that need to be ordered this should be done within three working days.

The manager is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate. When an accident occurs, it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

Minor Injuries

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record, this record will be signed by the first aider and by the parent or carer of the child. If the injury is minor but requires medical assistance the first aider will call the child's parents to make them aware that assistance is required that cannot be given on site. Parents will be asked to collect their child for this to happen. In cases where this may not be possible for a period of time the first aider will call a taxi and take the child to the nearest health centre, the child's medical information and registration forms should be taken with them. Upon returning to the setting the first aider should complete the accident report and have it ready for the parent to sign.

Serious Accidents and Injuries If the injury is serious and hospital treatment is required, a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the accident and what hospital the child has been taken to.

Recording Accidents. All accidents and injuries, however, minor must be recorded in the accident book. All accident forms are held electronically on the eylog system. When a form is completed by a member of staff, this is published immediately to the child's personal app for their parent to acknowledge, sign and return. The accident record should include the following:

- Name of the child
- Date and time of accident
- How the accident occurred
- The extent of the injury
- What treatment if any was given and by whom
- Regular monitoring
- Signature provided by member of staff dealing with the accident

The child's parent or carer must sign the accident record.

Date:

Signed on behalf of the nursery by:

The date for review: