



Accident Procedure

We aim to reduce the risk of accidents happening by thorough risk assessments and the effective supervision of children, staff, and visitors. We have numerous health and safety notices around our buildings which we ask everyone to adhere to thus reducing the risk of accidents happening.

Children's play includes elements of risk – for example when they run and climb or are painting staff are trained to be vigilant and adhere to health and safety training which we aim to provide for all our staff and which is discussed during their induction training.

We have designated First Aid appointed persons but again as a company we plan First Aid with Paediatric into all staff Training and development plans

If an accident does happen –which unfortunately it could as we cannot eliminate all eventualities the following procedure should be followed

1. Assess the situation considering on the spot risk assessment and health and safety
2. Calm and re-assure the person and call for the setting First Aid appointed person
3. Is it major or minor injury?

Minor

1. If hospital treatment is not needed the first aid person should cleanse the wound with water and apply lint free dressing and if necessary, apply a sterile dressing secured by a bandage. **It may be pertinent to check the details of a child to make sure that they are not allergic to the dressing**
2. Inform the Manger/Deputy
3. The accident form/book should be completed fully and signed by the member(s) of staff who observed and dealt with the accident. Each accident should be recorded on a new sheet
4. The Person who collects a child should have the situation fully explained to them and they should sign at that point to say they understand

Major

The Manager/Deputy/First Aider will decide whether the person who is hurt should go to hospital

1. If a child is hurt the first aider should stay with the person and if it is a child the Manager should call an ambulance and contact the parent / carer and ask them to meet at the nursery if nearby or at the hospital if it is an emergency
2. We do not insure staff cars to transport children/staff or visitors to hospital and subsequently the information we give to the emergency services must be clear and precise
3. If a parent, carer or relative is unavailable to travel with the injured party then a member of staff should accompany the person to hospital and another member of staff should follow on in a suitably insured vehicle. (Business Use Insurance)
4. If it is a child, the registration form which shows medical conditions should be taken with the member of staff
5. Where it is a member of staff who has had an accident then on return to the nursery an accident form / accident book (found in the office) should be completed and signed by all staff that

observed and/or dealt with the accident. This should be done within 24 hours of the event in all cases

6. For children within our care an accident form should be fully completed, signed by whoever dealt with the accident and a signature obtained from the parent/carer when they arrive. A copy should then be given to them.
7. Ofsted and/or the Local Health and Safety Executive (Where appropriate) will be contacted at this point and they can be found at Environmental Health Offices, Witham, Hull
8. Staff are encouraged to report 'near miss' instances as this is also a mechanism for additional risk assessments and action to be taken

History Log

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1	30/11/2016	Initial Revision
2	01/11/2017	Reviewed in line with Ofsted Regulations No changes to content.
3	01/11/2018	No changes to content.
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This policy has been approved and authorized by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).