

Accident and Incident Policy

It is Jollytots policy to keep children safe when they are in our care. We understand that accidents are an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. It is our intention to prevent as many accidents as possible.

We aim to reduce the risk of accident by:

* Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk
* The premises are regularly checked and used properly
* Staff (and where appropriate children) are aware of hazards
* Staff and children are encouraged to care about their environment and their colleagues
* Staff identify and report hazards and risk

We classify an accident as something we have witnessed and an incident as something that did not result in injury and/or we haven’t seen. Incidents can include-

* Mark, cut or graze that the child has come into nursery with
* Loss of personal possessions
* An argument/disagreement
* A stranger trying to gain access of the building
* An un-witnessed injury

Procedure

* All accidents and incidents must be recorded on the appropriate sheet which all rooms will have
* All accidents and incidents must be done immediately after the event. Taking into account the situation
* A member of management must be informed and sign the appropriate sheet
* Parent/carers must be informed the same day and asked to sign the accident form upon collection. This form will be kept in the child’s personal file. Where appropriate the parent should receive a phone call reporting same. This will be decided between the manager and supervisor in charge
* First aid boxes can be found in 3-4 room, upstairs kitchen and baby room kitchen. These are easily accessible to all rooms
* Boxes will be checked monthly and supervisor in charge of this responsible to ensure refilled if needed
* All accident and incidents will be reviewed to see if anything can be done to prevent it happening again
* We aim to have all permanent staff trained in first aid ASAP when starting employment
* There is at least one qualified first aider on site at all times
* In the event of a child requiring hospital treatment, a supervisor or manager will make every effort to contact the child’s parent/carer or emergency contact
* If a child does require hospital treatment the staff member the child is the most comfortable with will go with the child
* If a child sustains a head injury, the necessary first aid steps will be taken and the parents of the child will be contacted by telephone to be informed. Parents will then decide whether they would like to come and collect the child and seek further medical advice or whether to leave them at nursery
* If a child arrives with a pre-existing injury this will be detailed on an incident form and parents will be asked to sign when leaving (if appropriate) or collecting the child

Serious accidents

In the event that any child, staff member, volunteer, parent or visitor sustains a serious injury requiring medical attention whilst on the nursery premises the following procedures will occur:

* Management will assess the injury and will act decisively and quickly to ensure the safety and well-being of the children and other persons present
* If deemed necessary the person will initially call for medical help and the parents informed
* The person in charge will ensure that the injured party be kept as comfortable as possible
* Should the person be taken to hospital, a member of staff will stay with them until a parent or carer arrives
* Management will ensure that all details of the injury are recorded and that any follow up action is taken
* We will endeavour to respect parents/carers wishes when caring for the child, whilst ensuring the safety and well-being of the child is always our priority

This policy was adopted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager

Singed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director

Reviewed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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