



## **Accident and Injury Policy**

### **Purpose of Policy**

The purpose of this policy is to ensure that when an accident occurs in Little Dreams Nursery appropriate action is taken and accurate information is recorded and communicated.

An accident is classed as an accidental 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 Directors & / Manager to ensure that all members of staff have knowledge of first aid and that there is always at least one member of staff on duty who has a valid first aid certificate.

It is the responsibility of the member of staff who has administered the first aid to write 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 management 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 Directors & / Manager must ensure that at least 1 member of staff on duty has a valid first aid certificate.

A sign must be displayed on the notice board or information board which states who the first aider on duty is and where the first aid box is situated.

Management 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 as soon as possible.

The Directors & / 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 a taxi and take the child to the nearest health centre, the child's medical information and registration forms should be taken with them, a member of staff at the setting should contact the parent or carer to inform them of the accident and the actions that have been taken. 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. Each child has their own page in the book and parents have access to their child's records and those alone. 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
- Regular monitoring

The child's parent or carer must sign the accident record and any incidents which required hospital treatment will be reported to the settings Care Inspectorate Officer within 24 hours.