

## Accident & Incident Policy

### Policy Overview

**At our nurseries, we want to provide the safest environment for your child. When it comes to our Accident & Incident Policy and Procedure, we ensure that you will be kept informed of any accidents or injuries that your child has suffered on the same day, or as soon as is reasonably practical.**

Your nursery's manager, or senior staff member in charge, will provide any first aid treatment if required to ensure your child safety.

#### **In line with our Accident & Incident Policy and Procedure, the Nursery Manager will...**

- Ensure that your child feels valued and safe within the nursery.
- Inform children's services of any serious accident, injury or death, and act on any advice from those agencies.
- Consider first aid qualifications when making staffing arrangements in line with statutory guidelines.
- Complete the Accident & Incident Form for reportable cases and submit to the Company Health and Safety Consultants.
- Review the Accident & Incident Policy regularly with all nursery staff.
- Identify potential risks based on previous accidents and either eliminate or minimise the future risk.

#### **Our nurseries will ensure...**

- That the Nursery Manager, Deputy Manager and all Room and Team Leaders are fully Paediatric First Aid qualified as defined by the EYFS.
- That a minimum of 50% of all other staff have the Basic Paediatric First Aid qualification.
- That relevant staff refresh their Paediatric First Aid training in line with government guidelines.
- That you are informed of any accidents or incidents that has involved your child.



- 1.** The child is attended to immediately.
- 2.** If required, first aid is given by a Paediatric First Aid trained staff member.
- 3.** In the situation where the accident or incident is significant, an ambulance is called immediately, and the parent/carer is contacted as soon as reasonably possible.
- 4.** The Accident & Incident Form is completed.
- 5.** When relevant, a copy of the Accident & Incident Form will be taken to the hospital.
- 6.** Parents will receive the Accident & Incident Form via the Family app, which they must acknowledge at an appropriate time.
- 7.** In the event of a serious accident or incident, the Serious Incident Summary will be completed.

**In the incident of a head injury, the nursery will...**

- Assign a first aid trained staff member to monitor the child for the following symptoms:
  - + Vomiting more than once a day
  - + Any signs of blood or watery fluid coming from the nose or ears
  - + Complaint of headaches
  - + Any fits/convulsions
  - + Unusual sleepy/drowsy symptoms
  - + Complaint of 'seeing double' or 'blurred eye-sight'
  - + Any changes in behaviour or generally appearing to be unwell.
- The child's monitoring process will be recorded on the Head Injury Monitoring Form every 30 minutes and will continue until they leave the nursery for the day. This will be uploaded on the Family app so monitoring can continue at home.
- A member of staff will contact the parents/carers to inform them of the injury and will advise them to seek further medical advice if necessary.

**For more information on this policy, please contact your Nursery Manager.**

