

Accident and Incident Policy

Purpose of Policy

The purpose of this policy is to ensure that when an accident/ incident occurs within the nurseries appropriate action is taken and accurate information is recorded and communicated. An accident/ incident is classed as an occurrence that 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 nursery managers 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 the site facilities coordinator 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 nursery managers must ensure that at least 1 member of staff is on duty that has a valid first aid certificate. The site's facilities coordinator will check the first aid box every 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 managers are 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, witness + manager, and by the parent or carer of the child. This may be on paper or online using the settings communication software (NIB/Family). If the injury is minor but requires medical assistance the first aider will give a courtesy call to the parent/ carer and request that they collect their child to seek medical assistance at the local health centre.

*If Family is used then the parent must acknowledge the incident online, if this is not acknowledged a call will be made.

Serious accidents/ injuries

If the injury is serious and hospital treatment is required a member of staff will 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.

*Supported by Riddor Policy.

*Supported by Major Incident Policy.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.