

## Accident Policy

### Statement

It is our responsibility to keep children safe whilst attending The Manor House nursery. We follow strict health and safety guidelines alongside carrying out vigilant risk assessments to ensure we meet the requirement of the Early Years Foundation Stage Framework. Our practices and safety routines are reviewed regularly.

The setting believes health and safety of all children is paramount. We hold public liability insurance and the certificate is clearly displayed in the hallway. We follow guidelines of the Reporting injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) for reporting accidents and incidents.

All of our staff members are trained in paediatric first aid. We have the ability to administer basic first aid if required (with the consent of parents). Our first aid boxes are clearly labelled and available in every room. We hold prior written permission to carry out emergency medical treatment for their child if needed, alongside consent to contact emergency services if required.

### Procedure

1. The group leader (or supervisor) will assess the injury and act decisively to either treat or call for medical help and will quickly ensure the safety and well being of the other children and persons are maintained.
2. If an injury has been sustained but it is deemed relatively minor and readily treatable, a first aid trained member of staff will administer treatment as appropriate. (using appropriate safety measures e.g. gloves and aprons)
3. If an injury has been sustained that is more serious and requires medical help, the group leader will call for medical help, then contact the parents of the child who has sustained the injury.
4. The group leader will ensure that the other children present continue to be cared for and if extra help is required, more staff will be called to help.
5. The group leader will ensure that the injured person is kept comfortable as dictated by medical advice until emergency services arrive.

6. Should an injured child be taken to hospital a member of staff will accompany the child if the parents have not yet arrived at the setting. This may or may not be the group leader.
7. The group leader will ensure all accidents are recorded, ensuring that the date, time and circumstances are clearly stated, and entries signed as appropriate.
8. The group leader will inform the management team and agree responsibility for reporting to authorities (OSFTED/HSE)
9. An incident form will then be completed and forwarded to the Health and Safety Officer. A report of the accident will also be forwarded to Ofsted and the RIDDOR 95 Incident Contact Centre if necessary within 14 days.

Our Accident records will contain:

1. The date, time and circumstance of the accident
2. Name and date of birth of child
3. The type and location of injury
4. The action taken at the time
5. Circumstances of the accident, adults/child involved, or any witnesses
6. The signature of the staff member who dealt with the accident, and any witnesses to counter sign the form
7. Parent signature on receiving the information

Other factors we consider:

- Making sure all injuries where no wound is visible are still recorded
- Making sure equipment is removed if necessary.
- Management review all accident records on a monthly basis to identify any trends or recurring causes of injury, also if a serious accident occurs management should be informed ASAP.