

ACCIDENT POLICY & PROCEDURE

At Kirsty's Little Treasures we endeavor to provide a safe, secure and well-supervised environment for everyone using our setting.

However, accidents can happen and when they do the following procedure will be followed (the order may depend upon the severity of the accident and the circumstances at the time):

- Ensure that a qualified first aider is present.
- Ensure the safety and welfare of the other children present; this may involve moving children around, calling for extra support from other staff members etc.
- Call for qualified emergency services if needed.
- Carry out any first aid that may be needed
- Inform the child's parents (in cases of more serious accidents)
- Travel to the hospital with the child
- Record the accident upon the child's individual accident form
- Risk assess the cause of the accident where needed

All staff will hold a Paediatric First Aid Certificate, and they will have to renew it every 3 years, only staff who hold a pediatric first aid certificate will be able to deal with accidents.

All children have their own individual accident form which are completed on Ovivio when an accident occurs, the Manager will be informed of each accident upon completion of the form and will sign to say that they have been made aware of the accident. The nominated person who collects the child will have to sign the form to say that they have been made aware of the accident; if the parent/carer is concerned about the accident upon collection, they should bring their concerns to the Manager. The Manager will then investigate the accident and may need to carry out further investigations.

Fully equipped First Aid boxes are placed around the nursery in visible positions, and their content checked every 6 month or more frequently if needed when used more frequently.

Some accidents may need to be reported to Ofsted, this will be done by a member of the management team; please see the list in the office or the statutory requirements to see what would need to be reported.

Signs what we see

Symptoms what we are told.

Date devised- January 2024

Policy reviews

[illegible]