



# Accident and Injury Policy

January 2018

Reviewed date: January 2020

All staff at the Bidborough Village Nursery School complete an Emergency Paediatric course. At Bidborough Village Nursery School we endeavour to provide a safe and well supervised environment for every child. However accidents can happen and in such circumstances the following procedures will be followed:

## Minor Accidents

Minor accidents can be treated by using a cold compress and TLC. These will be recorded on the Children's Individual Accident Record Sheet.

The individual accident record sheet, records all accidents that occur in the Nursery setting. They are to be completed as soon as the accident occurs.

If a child has an accident the details will be recorded for parents to read and sign upon collection of their child.

## Serious Accidents

In the case of more serious accidents the staff will ensure that children receive qualified medical attention as quickly as possible and if necessary will call an ambulance. Parents will be informed immediately

### Additionally

- A first aid box is accessible at all times in the all settings, stocks are regularly checked and replenished. The first aid box also contains plasters
- An accident form is completed for all accidents and injuries with details of first aid treatment.
- Parents are informed when they collect their child and sign the form to confirm they have been informed of the accident/injury.
- In the event of a head injury the parents/guardians must be contacted immediately.
- If an ambulance is required, the manager will phone 999 so arrangements can be made to meet it.
- If a serious injury occurs which needs hospital care,
  - If necessary ring for another member of staff to assist.
  - Ring child's parents to inform them of the situation and if possible which hospital the child is being taken to.
  - A member of staff needs to accompany the child to the hospital.
  - **Remember to take the child's information form.**
- Where parental permission is required in the case of a medical emergency, staff must check the child's registration documents where details of such parental consent will be found.
- Inform the owner Mrs Kenarik Esraeilyan
- Ofsted/ISI must be notified of any serious accident, illness, injury or death of any child in our care and any action taken. Notification must be made as soon as reasonably practicable but in any event within 14 days of the incident occurring.
- Local Safeguarding Agencies will also be notified of any serious accident or injury or death of any child in our care and advice given will be acted on.

**For further information please see Bidborough Village Nursery School Managing Behaviour Policy and Safeguarding Policy.**