



ACCIDENT POLICY

Safe Guarding and Welfare requirements: 3.48 and 3.49

All accidents to staff or visitors, whether or not they result in injury, must be reported to the Nursery Manager after the appropriate use of the first aid box and then recorded in the Accident Reporting Sheet, including:

- a) the name of the injured person
- b) the nature of the injury
- c) when, where and how it occurred
- d) who was supervising (where appropriate)
- e) the treatment given and by whom
- f) contact details (for visitors)

We do this for the children in our care by firstly using the content of our first aid box if necessary or a cold compress if more appropriate.

- a) recording the date, time and the name of the child
- b) what happened
- c) treatment
- d) witnessed by
- e) who dealt with it
- f) parent's signature
- g) Manager's signature

If a child has a bump to the head, we issue a Bumped Head Form, making parents/guardians aware of signs and symptoms of concussion.

If the accident was caused by another child, e.g. a bite or a push, resulting in a bump on the head, an entry in the Room's Incident Sheet must be written at the same time and in conjunction with the Room's Accident Sheet.

If there is any doubt about an injury, an ambulance is called.

Procedure after a serious accident, illness or death of a child in the nursery

- As a registered provider we must inform OFSTED of any serious accident, illness or injury to or death of a child while in our care and any action taken. This should occur within 14 days. As a provider we must also inform the local protection agency and act on any advice given by either agency. In some instances of illness we would need to inform the Health Protection Agency such as measles.
- Under Health and Safety we need to inform RIDDOR.