

## **Accident and Incident policy.**

### **Policy statement.**

It is the responsibility of every staff member to ensure that the setting is as safe as possible and to reduce the likelihood of accidents by removing hazards when seen. Unavoidable accidents can still occur, therefore a qualified First Aider is present during each session. First aiders are required to have a Level 3 Paediatric First Aid qualification. This is a 12 hour course that is updated every 3 years. This means we can apply first aid treatment in the event of an accident involving a child or adult. All our Preschool Assistants and Management have this qualification or higher.

For the purposes of this policy an accident is defined as an unfortunate event that happens unexpectedly and unintentionally, such as tripping. An incident is defined as an event that occurs in relation to another person, typically resulting in injury, such as being pushed over.

### **Procedures**

#### **The first aid kit**

Our first aid kit complies with the health and safety (first aid) regulations 1981. It is regularly checked by a designated member of staff and re-stocked as necessary. It is easily accessible to adults but is kept out of the reach of children.

At the time of admission to preschool, parents written permission for emergency medical advice or treatment is sought. Parents sign and date their approval.

A courtesy call will be made to parents whenever a child has bumped their head and a two-part form will be filled in by staff members ready for when the child is collected.

Part 1 is for our records and part 2 is for the parent to keep, it has details of signs and symptoms to look out for after a head bump. Parents will also be contacted if an injury is considered significant, even if no further treatment is needed. For all other minor accidents/ or incidents parents will be informed at the end of the session and a form will be filled in for parents to sign.

In the event of emergency treatment where an ambulance needs to be called, we will contact the parents as soon as practically possible and inform them of what has happened and where

their child has been taken. A senior member of staff will stay with your child during this event until family arrive at the destination.

Parents sign a consent form at registration allowing a member of staff to take necessary actions needed when treating minor and major injuries.

#### Recording accidents and incidents.

Accidents and injuries are recorded on an accident form which is discussed with parents at the end of the child's session and signed. Forms are then kept in a secure cupboard and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies, local Environment Health Department. Legal requirements in respect to employees and the public are complied with RIDDOR.

Accidents forms will be reviewed termly in order to identify any risks to be removed.

#### **Accident at home and Pre-existing injuries**

When a child arrives at Preschool with a pre-existing injury we ask that parents/carers fill in an Accident at Home form- this will be a brief description of how and when it happened and any treatment that was needed.