

**ABC NURSERY POLICIES AND PROCEDURES****POLICY 31: Accidents**

- 31.1 ABC Nursery is committed to providing a safe environment for children, and responding appropriately in the event of an accident.
- 31.2 The accident files are located in the filing cabinet in the office.
- 31.3 The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident File and report it to the manager. This should be done as soon as the accident is dealt with, while the details are still clearly remembered. The parents must be shown the Accident Report and asked to sign it as soon as they collect their child.
- 31.4 If staff realise later in the day when the parent has left that there is an accident form to sign and it has not been signed then the Nursery Manager or one of the management team must telephone the parent to inform them that an accident has occurred and the nature of the accident.
- 31.5 The nursery manager must report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) ie: The Health and Safety Executive.
- 31.6 When the Accident File is full it will be kept for at least 21 years and 3 months.
- 31.7 Where medical attention is required a senior member of staff should notify the parent as soon as possible whilst caring for the child appropriately
- 31.8 Where medical treatment is required the nursery will also inform the insurance company in writing or by e-mail.
- 31.9 The nursery will report to Ofsted where necessary, normally when medical attention is required or when the Health and Safety Executive has been contacted.
- 31.10 In the case of an accident of a serious nature and ambulance will be called and parents will be contacted immediately. The Nursery Manager must also then immediately ensure that the owners are notified that such an incident has occurred.
- 31.11 In the case of a serious accident the Nursery Manager will fully investigate the incident and talk confidentially to staff directly concerned. The nursery Manager will be required to write a full report and make this available to the parents / the owners and Ofsted. The Health and Safety Executive and local child protection agencies will be contacted if necessary.
- 31.12 If the accident has occurred due to poor supervision then the member(s) of staff concerned will be spoken to. Any training issues will be identified by the Nursery Manager and these should then be implemented. If there are issues of severe neglect on the part of staff then this could result in disciplinary action and may lead to dismissal depending on the seriousness of the situation.

- 31.13 Parents are asked to sign permission forms for emergency medical treatment should they be unable to be contacted on enrolling their child into the nursery. (Please see admission packs for further details.)
- 31.14 Staff must be diligent in the fact that if a child cries for no apparent reason then they may have had an accident where outward signs may not be apparent. If the child appears distressed they must investigate the situation further and talk to the child (age applicable) to ensure that there is no sprain injury / fracture or injury occurring under clothes that may not at first be apparent.
- 31.15 During outside play staff must supervise / oversee designated areas of the garden / paved areas etc. It is expected that at all times they are 'scanning' the area for potential hazards and that this level of supervision is not compromised by talking to other members of the staff who are likewise supervising the outside areas. (As this could compromise the safety of the children and may result in accidents not been witnessed by a member of staff.)
- 31.16 First aid boxes are kept both upstairs and downstairs and the contents are checked by the Health & Safety representative on a weekly basis from a check list of minimum requirements supplied by St John's Ambulance's information.
- 31.17 A 'COSHH' (Control of Substances Hazardous to Health) file is kept in the kitchen that encloses data sheets of products used in the nursery such as cleaning products, powder paints, sanitising liquids etc. This will be made available to the relevant medical staff if treatment is needed due to spillages on the skin and swallowing for example. It is the responsibility of the health and safety representative to ensure that this COSHH file is kept up-to-date.