

Accident and Emergency Policy

If a child is involved in an accident during their time at nursery, we have a procedure in place that all staff members will follow.

The incident, action and treatment are recorded on our nursery accident/incident form. This is completed on the Family app by the staff member who dealt with the child, as an accurate report can be submitted to the child's parent/carer. The form is then shared with the parent/carer. An acknowledgment of the form is requested by the member of staff. This provides a receipt of proof that the parent has read and understood the incident and accepted the treatment given at the time of the event. If appropriate the form will state recommendations for any on-going treatment or observations needed to promote the welfare of the child after the injury and treatment within the setting has been carried out by the first aider.

If a child has an accident, involving a bump on the head, parents will be contacted to report the incident and will be advised of the nature of the injury and if needed a photograph can be forwarded by the Family app. Parents are given the opportunity to collect the child. All telephone communications and interactive messages will be documented on the nursery accident form or on the Family app.

All our staff team have completed a paediatric first aid course so are able to provide emergency treatment. On the admission form there is a section for parents to sign to give staff permission to administer treatment if required and permission for the intervention of the emergency services.

In the unfortunate event of a child requiring hospital treatment nursery will endeavour to contact parents to arrange immediate collection or to organise for the child to be transported to hospital. If nursery must transport the injured child to hospital, the child's personal file is taken along for the hospital's reference in line with data protection and Safeguarding policies. A member of staff will remain with the child until a parent/guardian arrives. If we are unable to establish contact with a parent the Officer in Charge will determine the treatment needed and will endeavour to contact the parents as soon as possible.

Staff also have a nursery accident form to record any incidents that may occur whilst they are working within our setting. These records are kept on personal files.

Ofsted will be informed of any accidents and incidents if hospital or emergency personal are required.

Any home accidents must be recorded for nursery's reference and provided via our Family portal. The form is for any incidents that occur at home or whilst in the care of other individuals. The form enables all staff to understand the nature of the accident, and importantly how the child may need to be cared for during their session and if monitoring is necessary to maintain their welfare.

Nursery does reserve the right to exclude any child that we deem unfit to attend the nursery session for welfare purposes. This is governed by our Health and Safety policy. The forms are then stored on the child's personal file. They may also be used to transfer information where appropriate to outside agencies again in line with our Safeguarding Children's policy.