

## SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE

### ACCIDENT POLICY

#### Aim

The first aim of this policy is to emphasise that every effort should be taken to prevent accidents occurring (see **Health and Safety Policy**), then to ensure that staff are qualified and equipped to deal with them if they do.

#### Method

- All Staff must be familiar with location and contents of First Aid Boxes and Manual. The first aid boxes are in the kitchen. A First Aider qualified to treat babies and children will be present at every session. The first aid kit will be checked in the first week of every half term and record sheet signed.
- Staff must **always** use gloves for cuts, saliva, body fluids or disposing of dressings and equipment; if in any doubt use gloves.
- Parents must sign the Emergency Treatment Consent Form when the child first attends Pre-School to give staff permission to seek emergency medical advice and give or seek treatment as required. If the parent does not consent, this will be discussed with the parent and a note made on that child's file of their wishes.
- All accidents and incidents no matter how small must be recorded, along with the treatment given, by a member of staff, and then signed by the parent when the child is collected at the end of the session. The Accident/Incident Record Forms are located in the office. The parent should not be allowed access to the folder to protect other children's confidentiality. The Manager will audit the Accident Record Folder on a regular basis to identify any trouble spots and prevent re-occurrence.
- A separate Accident/Incident Record is kept for staff and volunteers.

#### Minor Injuries:

- Emergency treatment or medical advice, if consented to, will be given/followed as necessary.
- Dial 999 if necessary. See **Contacting Emergency Services**.
- Contact parent if necessary or if Emergency services are called.
- Reassure patient and other children.
- Complete Accident/Incident Record form. Parent should be asked to sign form when collecting child.

### **Major Incident:**

- Emergency treatment or medical advice, if consented to, will be given/followed as necessary.
- Dial 999. See **Contacting Emergency Services**
- Reassure patient.
- Contact Parent or other named contact as in mobile phone, on Admission form in filing cabinet, or on Emergency Contact list in the Register.
- Manager or Deputy Manager to accompany child in ambulance, unless parent arrives first, and stay with child until parent arrives at hospital.
- Another pre-school assistant to reassure other children and move them to another area.
- Complete Accident/Incident Record form and ask parent to sign as soon as possible after the incident.

If a major accident occurs, the manager will inform:

- i. OFSTED 0300 123 1231
- ii. RIDDOR, 1995 (0845 300 9923)
- iii. PLA Insurance Company.
- iv. Safeguarding , Customer First **0808 800 4005**
- v. A risk assessment will be undertaken and implemented if necessary.
- vi. The Manager will complete a form for the accident book and follow-up.

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# ACCIDENT!

## MINOR INJURIES

Emergency Treatment will be given as necessary and as consented by parents. The First Aid box is in the cupboard in the Kitchen.

An accident form must be completed. The person collecting the child at the end of the session will be informed and asked to sign the accident form.

## MAJOR INCIDENT

Emergency treatment will be given as necessary and consented to by parents.

If the injured person is unconscious or immobile an ambulance will be called. The Manager or Deputy ,Manager will accompany the child in the ambulance unless a parent arrives first, parents/carers will be informed as soon as possible.

An accident or incident form will be completed, signed by the parent/carer as soon as possible and the Health and Safety Executive, Ofsted and the PLA Insurance Company will be informed.

A risk assessment will be carried out and any recommendations implemented.