

ACCIDENT, INCIDENT & INJURY POLICY

Although children are supervised at all times accidents do occur. Staff are required to wear protective clothing when dealing with major accidents, illness or incidents.

- Any accident that happens during school time will be recorded in the accident book and the parent/carer advised at the end of the session. For the safety of other children present, parents are asked to wait until the others have left in order to sign the accident book and be advised of any treatment given.
- Parents will be advised of emergency procedures and asked to authorise emergency medical treatment for their child as part of the registration process.
- Every effort will be made to contact the parent before taking a child to hospital. If a parent or named contact is not available the senior member of staff will make the decision if hospitalisation is needed and will ensure that another member of staff accompanies the child and takes any relevant paperwork such as permission forms, care plans, known allergies and medication forms. **STAFF SHOULD NOT TAKE ANYONE TO HOSPITAL IN THEIR OWN VEHICLES. AN AMBULANCE SHOULD ALWAYS BE CALLED**
- Signed records of all accidents and incidents will be kept and signed for by parents. These will be recorded on one page per child.
- Accident records will contain details of:
 1. Any obvious injury that has happened at home needs to be recorded and signed for by the parent/carer in the accident book.
 2. Time, date and nature of any accident that occurs on the premises or outside
 3. Details of the children involved
 4. A description of the type and location of any injury, a body map will be used if it is considered necessary
 5. details of any action taken at the time, later and by whom with a signature
 6. The circumstances of the accident, names of adults and children involved and any witnesses
 7. Some incidents show no obvious injury. Any bumps to the head will be recorded in case of subsequent symptoms such as concussion
 8. A counter signature of parent when collecting the child
 9. Accident records will be reviewed regularly to identify any trends or recurring causes of injury

Incident records will contain:

- Reports of any bullying or fighting together with any intervention that was used.



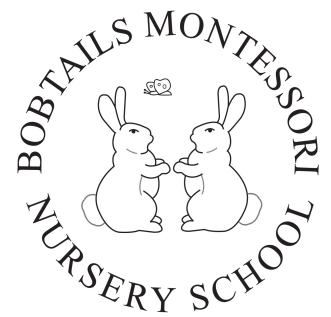


- Any extreme reaction of common situations such as hysterical response to thunder.
 - Any change in the child's abilities that might increase their risk of accident or injury
 - Time, date and nature of any incident that occurs on the premises or outside
 - Details of the children and others involved
 - Any obvious triggers to the incident and the nature of it
 - Details of how the situation was handled at the time, later and by whom with a signature
 - The circumstances of the accident, names of adults and children involved and any witnesses
 - Any form of restraint that was needed and any consequences
 - A counter signature of parent when collecting the child
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- In the event of a serious accident, injury, illness or death, the Principal will notify OFSTED and LADO. If the child or adult dies as a result of something that happened at the setting Ofsted must be informed regardless of where they died.
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- If a child in our care is taken to hospital for more than 24 hours as a result of something that happened at the nursery Ofsted will be informed. For definitions of serious and minor injuries see www.ofsted.gov.uk and type in reference 110009 in the search box.
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- Ofsted will not be informed of an adult incident on the premises, a child incident once they have been picked up by their parents and any incident off premises such as on an outing.
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- RIDDOR will be informed of any death, major injury or dangerous occurrence or if a child or adult is sent to hospital. They will also be informed if an employee is absent for more than seven days due to an injury. This report must be made within 15 days of the accident; however, broken fingers and toes are not reportable. Ref: www.hse.gov.uk 0845 300 9923
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- For any injuries, accidents or incidents a risk assessment will be undertaken as soon as possible
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- At least one member of staff who holds a current Paediatric First Aid Certificate will be on the premises at all times. If we feel unable to deal with a medical situation, we reserve the right to seek medical aid or to have the child taken to a suitable medical establishment. Parents will be notified as soon as possible.
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- A First Aid box containing supplies as identified by First Aid Training will be checked and replenished regularly.

Social Services 01403 229900

OfSTED 0300 123123





Procedure in the Event of a Child becoming Ill whilst in the Setting

The following procedure should be followed with any member of staff taking charge of the situation.

1. If the child has vomited or has diarrhoea it is important that all the other children are moved away from the child who is unwell.
2. The child will be washed and changed if necessary and then kept with and comforted by adult. At the same time if possible another member of staff will be cleaning and disinfecting any contaminated surfaces.
3. Parents or carers will be notified, asked to collect the child and advised of the exclusion period.

Procedure in the Event of an Accident, Incident or Illness requiring Hospitalisation

The following procedure should be followed with any member of staff taking charge of the situation.

1. Assess the situation.
2. Ensure that you and other children are not in danger and make the area safe.
3. Reassure the patient and other children who may be alarmed.
4. Remove other children from the scene.
5. Assess and deal with the condition as First Aid. (First Aid box is sited next to main door)
6. Continue to reassure the patient and other children. If the child is well enough allow them to return to activities but keep an eye on how they are in case they need further treatment.
7. If necessary call for help from another adult or child.
8. If you are dealing with a minor injury that needs no further treatment complete the Accident book and inform the parent at the end of the session.

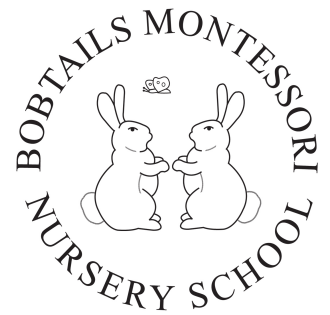
If you are unable to deal with the injury or condition and you need outside assistance follow the procedure below

1. Get someone to call 999 on the school telephone.
2. Request ambulance, fire or police.
3. Give contact telephone number and full address of the school

BOBTAILS MONTESSORI NURSERY
ADVERSANE HALL, ADVERSANE LANE
BILLINGSHURST, WEST SUSSEX
RH14 9JN

01403 786176





4. Describe the situation and give details.
5. Report back to the First Aider/person in charge and wait for the ambulance to arrive.

Ring the parent or emergency contact. Reassure them and describe incident and condition of the casualty. If the emergency service has arrived let the parent know which hospital the child is being taken to.

6. When emergency services arrive report details of the incident and any First Aid given. Advise of any pre-existing conditions such as asthma, diabetes and epilepsy. Continue to reassure the casualty & other children.
7. Ensure that the casualty's background information and parent conference notes, together with the Parental Permission Form for Emergency Treatment are taken to the hospital with the child.

In all instances, clear up, replenish the First Aid box, record the incident and inform the Principals if they are off-site.

The Principals are responsible for notifying the relevant authorities if necessary.

The Principals will review the incident and make changes to the environment and procedure if appropriate.

N.B. Decisions on treatment should not be taken by nursery staff but by a parent or guardian or medical professional.

Procedure in the Event of a Child or Adult Choking or not Breathing

REFER TO THE PICTURE PROCEDURES DISPLAYED

