Accident Policy

All accidents/incidents to children and adults are recorded at Gravenhurst and Villages Pre-School on the relevant Accident /Incident form on the BabysDays system for Pre-Schoolers and child who attend our Wrap around care and as soon as possible, and are shown to the appropriate people and are discussed as necessary.

Accidents to Children

If a child has an accident whilst they are in our setting. Staff must record:

- Name of setting
- Name of child
- Date and time (this is particularly important in the case of head injuries)
- Nature and cause of accident
- Any visible signs of injury e.g. bruising. State where marks are located. A check should be made during the session in case bruising occurs later and the record added to.
- Treatment given
- How the child responded to the injury – e.g. upset, not concerned, etc
- Name of staff filling in the form
- In the case of head injuries the child should be monitored regularly throughout the session and behaviour noted - A phone call will be made to parents if a head injury has been sustained
- It is your responsibility to ensure the record of the accident has been signed
- In the case of an injury being caused by another child, that child's name should not be included in the report but referred to as 'another child'. An 'Incident' report can be made for the other child to inform their parents of what has happened.

IN AN EMERGENCY:

When the accident/incident is more severe and life threatening:

- The child must not be taken to hospital by car
- If the child requires hospital admission an ambulance will be called – dial 999 (directions for ambulance and this step can be found by the phone in the office)
- Parents must be notified immediately
- If parents are unavailable, notify the emergency contact number on the child's details on BabysDays.
- Ensure all medical records are taken to the hospital (registration form or specific medical notes from file, and what they have last eaten or drunk).
- If necessary arrange for additional adults to come into the group to maintain ratios
- Keep other children distracted and reassured
- If an ambulance is ready to transport and a parent is not present a member of staff will accompany
- If this affects the ratio ie. Another member of staff had not arrived yet, this would be considered an exceptional circumstance and a member of staff would accompany the child.

Accidents to Adults

When an adult whether it be a member of staff, visitor or parent has an accident, a record must be kept detailing the...

- Name of Setting
- Name of injured person
- Position held in pre-school
- Date and time of accident
- Particulars of injury/accident
- Activity at time of injury/accident
- Place of injury/accident
- Details of injury/accident
- First aid treatment given (if any) including if an injured person is taken to hospital. If so, which hospital?
- Names of person(s) witnessing the injury/accident and signature(s)

- Name of person dealing with the injury/accident and signature(s)

This is recorded on Babysdays too.

IN AN EMERGENCY

If a member of staff has to be taken to hospital due attention must be given to ratios and another member of staff called in if necessary. The next of kin of the staff member should be notified.

Reporting Accidents

Does the accident qualify to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) see Health and Safety Policy.

This policy was adopted on:.....

Signed on behalf of the setting……..

Date of next review:.....