

# Accident and Injury Policy

The purpose of this policy is to ensure that when an accident occurs in Sunny Socks Nursery School appropriate action is taken and accurate information is recorded and communicated. It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the member of staff who has administered the first aid to write the accident report and ensure that it is signed by the parent or carer of the child or children involved. All members of staff have a responsibility to ensure that the Manager is informed when items from the first aid box are used.

## Procedure

At least one member of staff with current Paediatric First Aid will be on the premises, in the garden or on an outing at any one time.

The first aid kit is clearly marked and is easily accessible to adults and out of reach of children. The first aid kits can be located in a marked cupboard in each kitchen.

The first aid box will be regularly checked by Natalie Smith to ensure that the box is fully stocked.

All medical information and emergency contact details on the children's registration documents must be up to date and accurate. This information is found in the Registration folder located in the filing cabinet in the office. The under 2's registration folder is taken to their room daily.

When an accident occurs it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required. If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record, this record will be signed by the first aider and by the parent or carer of the child. Natalie Smith, the Nursery Leader will also sign and monitor all accident forms, in her absence the designated responsible person will sign the form and feed back to Natalie.

If the injury is minor but requires medical assistance the first aider will contact the parent to inform them of the incident and decide who will take the child to the nearest health centre. The child's medical information and registration forms should be taken with them.

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the accident and what hospital the child has been taken to.

All accidents and injuries, however minor must be recorded on an accident form. The child's parent or carer must sign the accident record and any incidents which required external medical treatment will be reported to Ofsted and Northamptonshire County Council within the required time frame.