

Low Moor Centre, Bray Road, Fulford, YO10 4JG – Telephone 01904 849100

ACCIDENT POLICY: Accident and Injury Policy

# Purpose of Policy

The purpose of this policy is to ensure that when an accident occurs at Beehive Pre-School Playgroup, appropriate action is taken and accurate information is recorded and communicated.

An accident is classed as an accidental occurrence which has resulted in an injury to one or more persons.

# Who is Responsible?

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 Supervisor to ensure that all members of staff have knowledge of first aid and that there is always at least one member of staff on duty who has a valid first aid certificate.

*Current First Aiders: Vicky, Amanda, Nathan, Beth, Lauren. Certificates valid for 3 years from January 2024.*

It is the responsibility of the member of staff who has administered the first aid to write the accident report (see example on following pages of general accident and head injury forms) and ensure that it is signed by the parent/carer of the child or children involved.

All members of staff have a responsibility to ensure that **Deputy Supervisor Amanda** is informed when items from the first aid box are used. A system of recording is in place to ensure that the first aid box is restocked on a regular basis. Amanda is responsible for the first aid kid and preparing its contents.

When creating the staff rota, the Supervisor must ensure that at least 1 member of staff on duty has a valid first aid certificate. A sign is displayed in the kitchen which states where the first aid box is situated.

Amanda will check the first aid box each month to ensure that the box is fully stocked and if there are any items that need to be ordered then this should be done as soon as possible.

The Supervisor is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate.

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 emergency services are required, the “Major accident” policy will be followed.

If the injury is minor and does not require further medical assistance, the first aider should address the injury and complete an accident form, which will be signed by the first aider and by the parent/carer of the child. It is imperative that parents/carers are informed of all injuries.

If the injury is minor but requires medical assistance the first aider will call the parent / carer and advise them to take the child to their Doctor surgery. The first aider should complete the accident report and have it ready for the parent or carer to sign on arrival.

# Serious Accidents and Injuries *– see Major Accident Policy for further information*

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.

# Recording Accidents

All accidents and injuries, however minor must be recorded on an accident form. The parent or carer will be offered a copy. The accident record should include the following:

* Name of the child
* Date and time of accident
* How the accident occurred
* The extent of the injury
* What treatment if any was given
* Regular monitoring

The child's parent or carer must sign the accident record and any incidents which required hospital treatment will be reported to the settings Care Inspectorate Officer within 24 hours.

 