



Accidents Policy and Procedure

Aim

Hyde N Seek Nursery is committed to ensuring we keep children safe and well. Staff make every effort to ensure that children are working and playing in safe surroundings. However, accidents do happen and children do become upset from time to time for many reasons.

Rationale

Health & Social Care Standards

Standard 1.

Each child experience high quality care and support that is right for them.

Wellbeing – I feel safe and I am protected from neglect, abuse or avoidable harm.

Guidance from Local Authority states we must have one First Aider who holds a valid certificate of competence in first aid at work and this is issued by an organisation approved by the HSE.

Appointed First Aider is:

Guidelines on Accidents

- Decide if child requires first aid if minor can you administer yourself or refer to first aider for advice.
- An accident form will be filled in by member of staff who witnessed the accident.
- If child is very distressed the parent/carer will be notified.
- A member of staff will ask parent/carer to sign the accident form when they come to collect their child parent/carer and they will be informed of what happened and any action taken.
- **Staff will inform a member of The Management Team if a child has had a bump to their head and they will contact the parent/carer to advise them of incident and if required ask them to come collect their child.**
- Minor accidents are not required to be reported to the Management Team however serious incidents/accidents must be reported to a member of the management team and they will sign the accident form.
- If any child requires hospital treatment or visit to doctors due to accident in the nursery Member of Management must be notified and incident report will be completed.