

Accident and Incident Policy

Summertime will ensure that any accidents and incidents causing bleeding, scrapes to the skin, possible bruising or head injuries are recorded immediately on individual forms.

Details will include child's name and date of birth, the staff present, date and time, a description of the accident or incident including any care given, and the location of the injury on the body.

Parent/carers will be asked to read and sign the completed form. If incidents involve another child, the other child's identity will not be disclosed. Separate pages will be used for each child involved.

All accidents and incidents that are considered serious must be reported to the manager or deputy manager. Parents are notified by telephone if the child has a moderate/hard bump to the head or if they have been particularly distressed by the accident or incident.

Monitoring the child

Any child who receives a moderate/hard bump to the head or major fall will be monitored every 10 minutes for 2 hrs after the time of the incident then every 20 minutes until the child goes home. This will be recorded on a monitoring form. Any changes in the child's appearance or health will be noted and the parents will be notified of these changes. Another staff member will witness the monitoring procedure and sign the form. Parents will be asked to sign the monitoring form.

Safeguarding

Room leaders will monitor the accident/incident book and liaise with the manager if incidents/accidents are reoccurring.

Daily risk assessments are carried out and are used to identify potential hazards that are identified by staff.

The manager will work with the committee to quickly resolve hazards to maintain a safe working environment. Summertime nursery has regard for Health and Safety at Work regulations.

First Aid

All staff at Summertime will undertake Paediatric First Aid training which will be updated every 3 years. Molly Maidstone is nominated to be responsible for making sure that the first aid boxes are fully stocked.

If a parent is advised by Summertime staff to take their child to hospital a copy of the accident/incident form will be photocopied for the parent to take with them.

Emergency First Aid Procedures

In the event of a serious accident or incident where an ambulance will need to be called the following procedure will be followed:

- Consent for emergency first aid will be checked on the child's registration form
- One staff member preferably the room leader or nominated first aider will administer the first aid and remain with the casualty
- The manager or deputy manager will phone for an ambulance and contact the parents/next of kin reassuring them and answering any questions
- A member of the team will accompany the child to the hospital
- The details will be logged using an accident sheet and any additional information will be recorded in detail on a separate sheet
- A copy of the child's registration form will be passed to the paramedics when they arrive
- Everyone is to remain calm for the children and remove them from the situation
- Summertime are aware of their commitment to reporting serious accidents to OFSTED and RIDDOR.

Name of Overall Nominated First Aiders - Catherine White & Natasha King

Cathy White
Manager January 2019