

## **Accident Policy**

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Childcare Act 2006	Health and Safety at Work Act 1974
Convention of the Rights of the Child, UNICEF 1989	Health Protection Agency Act 2004
COSHH Regulations 2002	Human Rights Act 1998
Data Protection Act 2018	Public Health Act 1961
Freedom of Information Act 2000	Public Health Act (Control of Diseases) 1984
RIDDOR (2013)	Child Protection and Safeguarding Policy

### **Serious Accident**

In the event of a serious accident within the Nursery, the aim of Merry go Round Day Nursery will be to remain calm and deal with the incident quickly, quietly and efficiently. The child will be attended to by a First Aider. All staff are Paediatric First Aid trained.

- All children will be moved to a separate room if necessary
- Two people will remain with the casualty.
- All other staff will remain with the other children.
- The Supervisor dealing with the incident will telephone the child's parents/carers and phone for an ambulance.
- In NO circumstances will the casualty be placed in a car and driven to the hospital.
- Depending on how long the ambulance will take and how far away the parents/carers are, the Supervisor will arrange for the child's Keyworker or appropriate member of staff to travel in the ambulance with the child and meet the parents/carers at the hospital, or arrange for the parents to travel with the ambulance.
- A full report will be written as soon after the event as possible.
- The Supervisor will contact the hospital and make follow up calls to the parents/carers.
- The Supervisor will contact RIDDOR. A copy of the RIDDOR guide is held in the Accident File.
- A full investigation will take place and the findings will be acted on.
- Ofsted will also be informed if a child is admitted to hospital while under the care of Merry-go-Round.

### **Minor Accident**

**Staff must wear protective clothing (disposable aprons and gloves) when dealing with an accident.**

1. The injury is assessed by the member of staff dealing with the accident and, if necessary, the Supervisor is called.
2. The injury is then treated.
3. The child is then resettled into the room, and observed.
4. The accident is recorded using an Accident Sheet (with Body Map on reverse) and Head Bump Letter (if required) and filed in the Accident Book. The Parent/carer is informed and asked to sign the forms at the end of the child's session.
5. The Accident Book is checked by the Child Protection/ Safeguarding Officer on a regular basis to check for patterns.
6. First Aid boxes are located in the Kitchen and next to the Fire Exit Door. Mini First Aid kits are kept in the fire bags.

### **Parent Contact Form**

If a child comes in with any visible marks or an incident/accident has occurred involving the child outside the nursery, it is the parent's responsibility to inform the Manager, Deputy Manager or Supervisor. A Parent Contact Form will be completed, describing the nature of the incident/accident and the parent will be asked to sign the declaration. If the Manager, Deputy Manager or Supervisor feel the child may be at risk, child protection and safeguarding procedures will follow.

**All staff across all three settings are First Aid Trained in Paediatrics.**

### **Health and Safety Named Practitioner**

Room Supervisors

### **Staff/Student/Volunteer/Visitor Accidents**

It is a legal requirement that all accidents/injuries - including minor injuries - are recorded in the 'accident book'.

- Death or Major Injury – RIDDOR will be notified as soon as possible using the website reporting system at <http://www.hse.gov.uk/riddor/>

Reportable major injuries are:

- Fractures other than fingers, thumbs or toes; amputation; dislocation of shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Injuries leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Acute illnesses requiring medical treatment that arise from absorption of any substance

**Adoption Date: 1<sup>st</sup> September 2020.**

**Signed:**

*Nm Orel*

### **Annual Review**

Reviewed 1<sup>st</sup> September 2021

Reviewed 1<sup>st</sup> September 2022

Reviewed 1<sup>st</sup> September 2023

Next review 1<sup>st</sup> September 2024