

Accidents and Emergencies Policy

Presented to	Date	Signature
School Management Team		(Chair)
Collegiate		(Facilitator)
Trustees		(Chair)

1. Accidents and Emergencies

- 1.1. All permanent members of staff are qualified as paediatric first aiders.
- 1.2. Most children will have occasional falls and minor accidents at some point during their time at nursery. Whilst staff members take all reasonable steps to reduce hazards to children, we recognise that children need to explore and test their own developing physical abilities.
- 1.3. When an accident occurs, staff members will adhere to the following:
 - 1.3.1. Comfort the child and provide any necessary first aid treatment.
 - 1.3.2. Record the incident details in the accident book, including any treatment given.
 - 1.3.3. Sign the accident book and ensure the parent/carer collecting the child also signs it.
 - 1.3.4. Bring the accident to the attention of the manager who will consider any changes needed to prevent the same accident happening to another child.
- 1.4. In the extremely rare event that a child needs hospital treatment, we will contact the parents/carers immediately and arrange to meet them at the hospital. The child will be transported by ambulance and a member of staff will travel with them.
- 1.5. Ofsted and the local child protection agency (Derbyshire Safeguarding Children Board) will be notified, within 14 days, of any serious accident or injury to any child in our care and we will act on any advice given.
- 1.6. In the case of a bump to the head, staff will follow the steps as specified in 1.3 and will closely monitor the child and contact the parents/carers if further medical treatment is needed.

Review date: August 2017

