

Accident and Injury.

Purpose of Policy

The purpose of this policy is to ensure that when an accident occurs at Merry Kidz Day Nursery, appropriate action is taken, and accurate information is recorded and communicated. An accident is classed as an 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 manager to ensure that all members of staff have knowledge of first aid and that there is at least one member of staff on duty at all times who has a valid first aid certificate. It is the responsibility of the member of staff who has administered the first aid to write the accident report and ensure that it is signed by the parent or carer of the child or children involved. All members of staff have a responsibility to ensure that the manager is informed when items from the first aid box are used. A named health and safety officer is to champion this task. A system of recording is in place to ensure that the first aid box is restocked on a regular basis.

How the Policy is Implemented

When creating the staff rota, the manager must ensure that at least 1 member of staff on duty has a valid first aid certificate in each room. A sign must be displayed on the notice board or information board which states who the first aider on duty is and where the first aid box is situated. The health and safety officer will check the first aid box each month to ensure that the box is fully stocked, if there are any items that need to be ordered this should be done as soon as possible. The manager 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.

Minor Injuries

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record, this record will be signed by the first aider and by the parent or carer of the child. If the injury is minor but requires medical assistance the first aider will call a taxi and take the child to the nearest health centre, the child's medical information and registration forms

should be taken with them, a member of staff at the setting should contact the parent or carer to inform them of the accident and the actions that have been taken. Upon returning to the setting the first aider should complete the accident report and have it ready for the parent to sign.

Serious Accidents and Injuries

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 in the accident book. We follow the guidelines of the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents for this purpose and there are separate procedures for this. Each child has their own record in the book to ensure confidentiality and parents have access to their child's records on request.

- Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:
- food poisoning affecting two or more children looked after on our premises;
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response;
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.
- We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR

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 quality assurance office at Manchester city council.

