

Kiddy Academy Accident & Incident Policy

It is our absolute priority to keep children safe while they are in our care. However, occasionally accidents and incidents do occur.

Our premises have been checked and they meet the safeguarding and welfare requirements as outlined in the EYFS statutory guidance. We also regularly review, update and practice safety routines.

As a registered day nursery, staff are legally required to have a valid first-aid certificate. We can administer basic first-aid treatment, the staff display boards in the nursery display a first aid symbol to make others aware of who is currently first aid trained on our staff team. Our first-aid box is clearly labelled and easily accessible. Parent contact numbers are in the main office.

If there is an accident:

- First & foremost we will reassure the injured child while making sure that the other children in our care are safe. This may mean strapping a baby in a buggy or sitting an older child somewhere safe where they can be seen.
- Then we will assess the extent of the injuries and if possible, we will deal with the injuries carrying out the first aid procedures necessary & for which we are trained. If not, we will ring 999 for help.
- If we are required to accompany or take a child to hospital we will contact the child's parents as soon as possible requesting that they meet us at the hospital.
- If the child does not require hospital attention we will contact the child's parents to inform them of the accident/incident as soon as is reasonable possible.

If there is an accident or incident which a child is not involved with but results in us leaving the childcare setting to attend doctors/hospital, our emergency back-up cover will take over the care of the children and we may need to contact parents to collect their child straight away.

If staff members are involved in an accident, we will get the nearest responsible adult to help, whilst emergency back-up people are being contacted. They may then contact parents to collect their child.

We will do our best at all times to make sure the children in our care are safe, reassured and kept calm.

After every accident/incident, however minor, we will complete an accident report form. You will be asked to sign the report.

If the accident/incident requires medical treatment, then we will inform Ofsted under standard as stated in the EYFS statutory guidance. We will also inform our insurance company.

It is very important that you keep us informed regarding your child's condition following the accident/incident & if you have sought medical advice.

Record keeping

The nursery are required to keep detailed records of all accidents and injuries to anyone on the

premises or in the surrounding areas. (EYFS 2017). All staff must complete any documentation immediately after the casualty has been comforted and treated. Non compliance is a disciplinary offence and steps may be taken invoking Kiddy academy disciplinary procedures. Records will be kept until the child is 21 years and 3 months old.



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19