



## **Accident Policy**

Qualified pediatric first aiders will deal with minor accidents. If a child appears to need medical advice or attention we shall obtain it immediately. If necessary we will take the child to the hospital, while seeking to contact parents or emergency contacts. When a child needs to be taken to hospital an ambulance will be called.

All accidents are recorded on an Accident Record. Copies of accident and incident forms are kept in the rooms where the children are. This is so staff members can access them easily. The parent/carer who collects the child will be asked to sign the accident or incident form, on the day the accident occurs, to say they have been notified.

If a child has a head injury, or other significant injury such as a bite from another child, then we will inform parents over the phone immediately so that they are prepared on collection.

If a parent or guardian is concerned about the circumstances of any accident or incident, they should bring their concerns to the attention of the Nursery Manager. The Manager will then carry out an investigation and feedback their findings as soon that is practical or within 14 days.

The nursery also has a responsibility to inform Ofsted, Children's Services and RIDDOR of any major injuries that occur within the nursery as soon that is reasonably practical, within 14 days of the incident.