



Accident Policy and Procedure

Document and Version Control

Policy Title	Accident Policy and Procedure
Effective From	Summer 2025
Policy Owner	Regional Manager
Policy Approver	Board of Directors

Version	Date	Amended by	Comments
V2	Summer 2021	S. Shilling	Equality statement added
V3	Summer 2022	S. Shilling	Tapestry addition and RM telephone number
V4	Summer 2023	S. Shilling	Instruction re; archived documents in line with GDPR (General Data Protection Regulation) guidance.
V5	Summer 2024	S. Shilling	Addition of intent to report to school for their records.
V6	Summer 2025	S.Shilling	No changes

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality across Our Pride, Our Joy in line with The Fierté Multi-Academy Trust.

Purpose of this policy

The purpose of this policy is to ensure all staff and parents/carers are aware of the procedures that will be undertaken if an accident and/or injury occurs whilst in the care of Our Pride Our Joy nursery and care club.

3.50 Providers must ensure there is always a first aid box accessible with appropriate content for use with the children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after and of any first aid given.

Who the policy applies to:

At least one member of staff who has a current paediatric first aid certificate will always be on site. It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly and in accordance with the policy and procedures detailed below.

Procedure for Dealing with an Accident

Minor Accidents

- All staff must wear disposable gloves when attending to any injury.
- All accidents on the premises are recorded in the Accident folder or on Tapestry.
- The 'Accident Form' contains details of the following:
 - Child's name
 - The time and date of accident.
 - What happened and where it happened.
 - The nature of the injury
 - Treatment given.
 - Person who dealt with the accident
 - Staff member who witnessed the treatment
 - Parents' signature to show they have been informed. If recorded on Tapestry this automatically sends the parent a notification
- Parents will be informed of the accident and asked to sign the accident form/Tapestry upon collection of their child.
- If a child reports an accident that has not been observed by a member of staff, then an Accident Form must still be completed and the staff member must detail the nature of the injury and write, 'self-reported by the child.'
- If a child has had an accident but no obvious injury is observed, this will still be documented, and parents must still be informed as above.

- If a child sustains a head injury, the necessary first aid steps will be taken, and the parents of the child will be contacted via phone to be informed of the head injury. Parents will then decide whether they would like to come and collect their child and seek further medical advice, or whether they will leave them at nursery. Parents will be given advice for monitoring the child at home.
- If a child arrives with a pre-existing injury this will also be detailed on an existing injury form and a parent's countersignature will be required either before the parent leaves or upon their return. Pre-existing injuries should be added to My Concern.
- Completed accident forms are then kept with the child's records in a lockable cabinet to ensure confidentiality, and one form per accident will be completed. (For accidents from home)
- Accident Forms completed on Tapestry should be downloaded and kept securely each week.
- Any archived documents should be scanned and uploaded to One Drive as per GDPR guidance. Paper copies should then be shredded.

Major Accidents

If any child, staff member, volunteer, parent, or visitor sustains a serious injury requiring medical attention whilst attending the provision the following procedure will occur:

- The Nursery and Care Club Manager or Supervisor will assess the injury and will act decisively and quickly to ensure the safety and well-being of the children and other persons' present.
- If it is deemed necessary, the person in charge will initially call for medical assistance and the parents will be informed.
- The person in charge will ensure the safety and well-being of all other children present is maintained by ensuring the necessary staff deployment. If necessary, an additional staff member will be provided to provide support in an emergency.
- The person in charge will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives.
- Should the person be taken to hospital, a member of staff will accompany the injured person until such time as the parents or next of kin arrive.

They will not sign for any treatment to be carried out.

- The person accompanying the child to hospital may or may not be the Manager or Supervisor.
- The Manager will ensure that all details of the injury are recorded (as above) and that any follow up action, such as phone calls to the parents are also detailed.
- Ofsted will be notified in writing of any serious injury as soon as is reasonable but in any event within 14 days of the injury occurring.
- The local child protection authority will also be informed of any serious injury and any advice will be acted upon.
- Parents are required to consent to emergency medical treatment prior to their child attending the nursery or care club.
- We will endeavour to respect parent's / carer's wishes whilst caring for the child, ensuring

the safety and well-being of the child is always our priority.

Any major accidents for children or staff are to be reported to RIDDOR and Ofsted alongside the Regional Manager. Accidents should also be reported to the school for their records.

3.51 Registered providers must notify Ofsted of any serious accident, illness, or injury to, or death of, any child whilst in their care and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within fourteen days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child whilst in their care, and must act on any advice from those agencies.

First Aid Kit

All staff know where this is kept, and it is regularly checked by a designated member of staff and re-stocked, as necessary. A green cross on the cupboard in nursery indicates its safe storage. Care Club have a mobile case they use.

- It is easily accessible to adults,
- It is kept out of the reach of children.
- All staff and volunteers are aware of the location of the first aid kits within the setting.
- Accident records will be reviewed regularly to identify any patterns or trends of recurring injuries and subsequent risk assessments will be carried out by the Management.

Contact Details:

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