

Policy- Accidents

It is my priority to protect your child and to keep them as safe as possible. However I am sure you can understand that sometimes things happen that are out of my control. Things like accidents. In the unfortunate even of an accident happening, I have a written procedure of what I would do.

- Firstly would be to reassure the child and tell them everything is ok, as I am aware in some circumstances they might be feeling scared and upset.
- I would then look at the extent of their injuries. If I felt that I needed any medical help then I would call for this, if not then I would deal with it myself. I have been trained to do first aid and have a first aid certificate to prove this if ever you requested to see it.
- Once the child is more settled, then if I feel it is necessary then I will call you to inform you what has happened/ or I will inform you where to meet us in the case of an emergency and needed to go to the hospital. If it was only a small bump or graze etc, then with your permission, I would wait until you picked the child up to inform you, as I understand you will probably be at work.

In the case of every accident, no matter how minor it is, then this will be reported in an accident book. This would include the date the time it happened and my signature. I would also then get you to sign this to prove that I have informed you of this incident. This book will be kept completely confidential, however would have to be shown on a request from Ofsted. Every child will have this in their own folder with any medication forms with it. If the incident does require any medical treatment then I would do the following:-

- Under the standard 14.3 Children act regulation, I have to inform Ofsted about any major or significant events.
- I would contact my insurance company
- If I needed any further support of advice then I contact the NCMA/Bromley early years.

If your child has been to the hospital or has had a significant accident then it is important that you keep me informed of any progressions that he might have and any further medical advice that you may have had. I also ask you to let me know of any injury since leaving my setting to attending it again. I would need prior written permission of yourself to seek any medical emergency treatment if it was needed, this we would go through and sign on our initial meeting. I would also need your up to date contact numbers, as would be very important in the event of an accident.

I have a first aid box that will be maintained and checked monthly and will have everything I will need suiting my ability for first aid in the event of a small incident. This means things will be replenished if needed and also date checked. If in the case of an accident with a child and needed to go straight to hospital, then I have a backup plan. This is to call on one of my close friends or family to come and supervise the children until you are able to collect, this would have to be as soon as possible. If you wanted further information on who these people are etc then we can discuss this on our initial meeting.

