

6.4 ACCIDENT POLICY

All members of staff undertake suitable First Aid training and hold current First Aid certificates.

Procedure

- A first aid box with suitable contents is kept in a safe place on the premises.
- If a child has a minor accident a member of staff (usually the witness) will take appropriate action in line with recommended first aid advice.
- Minor bumps and bruises will be treated with a cold compress and lots of TLC (tender loving care).
- Minor cuts and grazes will be cleaned with running water and the child given lots of TLC.
- The child's personal information should be checked to see if the child has any allergies.
- Open or bleeding wounds should be covered with a plaster or suitable dressing.
- At a suitable moment that member of staff will write the details in the Accident Book:
 - time,
 - location,
 - what happened,
 - treatment given,
 - recommendations and
 - any witnesses
- This will be shown to the parent at the end of the session and parent asked to sign.
- All accident forms are confidential.
- If the parents are not collecting the child it may be appropriate to telephone them to advise them of the accident and ask them if it is acceptable for the person collecting to sign the accident form.
- If the parent decides they do not want the person collecting to sign the accident form, they must do so as soon as possible.
- If another child was the cause of the accident it may be appropriate to record the incident on the child's file and also inform the parents if deemed necessary (ie if recurrent behaviour). Refer to Managing Behaviour policy.

HEAD INJURY

- If a child receives a minor head injury a cold compress or ice pack will be applied and the child reassured with TLC.
- The child will be encouraged to sit quietly for a short period (eg for a cuddle and a story).
- The child will be observed during this time.
- Parents will be contacted by telephone to advise them of the head injury, so that they can decide whether to collect the child.
- If signs of a more serious nature are noticed, ie drowsiness, blurred vision, vomiting, parents will be informed by telephone of the incident and advised of the child's condition. Parents will be advised to collect the child and take them to the GP or hospital ASAP.
- The incident will be recorded in the accident book with details of the telephone conversation.
- The parent will be asked to sign the accident book on collection of the child.

SERIOUS ACCIDENT

- Written parental consent will be sought when a child starts pre-school for any necessary emergency medical advice or treatment.
- The child's personal information should be checked.

- A member of staff will telephone for an ambulance (999) or call the local Doctor from Thaxted Surgery, tel: 01371 830213 or as indicated in the child's personal file.
- Telephone parents or other emergency contact.
- Meanwhile child is being attended to by a FIRST AIDER.
- A member of staff should be prepared to travel with the child in the ambulance to reassure him/her.
- Ensure that, if a parent is not in attendance with the child, a copy of the child's information is taken to the hospital along with the child.
- After the accident the Manager should make a full record including any witness statements.
- Notify Ofsted of any serious accident, injury or death of a child in our care (see Recording and Reporting of Accidents and Incidents policy).

Date of Paediatric
First Aid Course:

		Renewal date:
Karen:	Jun 2014	Jun 2017
Liz:	Sep 2015	Sep 2018
Jo:	Mar 2016	Mar 2019
Rachel	Sep 2015	Sep 2018
Peta:	Mar 2016	Mar 2019
Louise:	Nov 2014	Nov 2017
Claire:	Mar 2016	Mar 2019

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2018