



Accident/Injury Policy and Procedure

Statement

Pippins Preschool recognises that, unfortunately, accidents do happen, even when we are doing all we can to prevent them. We are committed to dealing effectively with accidents and injuries which may arise regarding the children in our care, our staff members and any visitors to the setting. As a recommendation under The Limitation Act 1980 we keep all records relating to accidents / injuries of children until the child reaches the age of 21. We keep adult related accident / injury forms for 3 years as a requirement under the Social Security (Claims and Payments) Regulations 1979 (SI 1979/628). All accident / injury related forms / books can be found in the cupboard in the hall.

This Policy outlines the Procedures for:

- Children's pre-existing injuries;
- Injuries sustained at Pippins Preschool;
- Staff, parent / carer, volunteer, student and visitor injuries sustained;
- Head injuries;
- Reporting accidents and injuries.

Pre-Existing Injuries

Parents/carers must inform a member of staff on arriving at the setting if their child has sustained an injury since their last session at Pippins. The staff member will then complete a Pre-Existing Injury Form with the parent / carer. This form must be signed and dated and stored in the Pre-Existing Accident / Injury Folder in chronological order. These forms are kept in the locked cupboard by the front door.

Minor Child Injuries at Pippins Preschool

- All staff at Pippins Preschool have up-to-date paediatric first aid training or have a date to complete this training booked;
- If the child is judged to be able to safely remain at the preschool, the injury will be treated by a first aider. The child will then be settled back into the activities and kept under close supervision. An Accident / Injury Form will be completed and a witness shall sign;
- At the end of the session, a staff member will inform the child's parent / carer of the accident and the treatment given and will be asked to sign and complete the Accident / Injury Form. We must keep original records and the top layer of forms;

- If the injury cannot be treated by a first aider but does not warrant hospitalisation (or the child continues to feel unwell) the parent / carer will be contacted immediately and asked to collect their child.

Major Child Injuries at Pippins Preschool

- A first aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent / carer to arrive;
- If the child needs to go straight to hospital:
 - An ambulance will be called;
 - The parent / carer will then be contacted. If we are unable to contact a parent / carer, we will call all emergency contact numbers we have in the order they were given until someone can be reached and the situation explained;
 - A member of staff will consent to medical treatment being given, so long as the Emergency Medical Treatment Permission Form has been signed by the parent / carer during registration, this consent form will be taken to the hospital. If a parent has not signed this form the medical experts will determine what to do next;
 - A member of staff will accompany the child in the ambulance if the parent / carer has not arrived at the preschool in time.
- All such accidents will be recorded in detail and logged on an Accident / Injury Form on the day the accident occurred. Parents / carers will be asked to sign the relevant section of the form to acknowledge the accident and the action taken by the setting and its staff. We must keep original records and the top layer of forms;
- Following the incident, the Manager will consider whether the accident highlights any actual or potential weaknesses in Pippins Preschool's Policies and Procedures. Appropriate adjustments will be made where necessary and risk assessments carried out.

Head Injury

In the case of a head injury to a child, the relevant procedure above will be followed, with the addition of Head Injury Form which will also be completed. The staff member or parent / carer will be asked to sign this and it will be stapled to the relevant accident form. We complete a Head Injury Form when a significant bump occurs to the head or neck area.

Reporting Injuries and Incidents

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult. Ofsted will be notified within 14 days of the incident.

Injuries to staff, parents, visitors, volunteer or students

- Report the injury to the Manager/Deputy;

- If the injury is minor:
 - Agree relevant first aid treatment with a first aider and either self-administer this or allow the first aider to administer appropriate treatment;
 - Complete a staff Accident / Injury Form.

- If the injury is serious:
 - Call an ambulance;
 - Contact any known emergency contacts;

- Accident / Injury Forms must be completed on the day of the incident. The injured person will be asked to sign when they can to acknowledge the accident / injury and any actions taken by the setting and its staff. We must keep original records and the top layer of forms;

- Following this the Manger will consider whether the accident highlights any actual or potential weaknesses in Pippins Pre-School's Policies and Procedures. Appropriate adjustments will be made where necessary;

- A RIDDOR report will be made if required.

All policies and procedures are reviewed annually or when required.