

King Square Policy Accidents

Policy Statement

- It is our policy to provide a healthy and safe environment for staff and children.
- At all times our employees will co-operate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or to others.
- We expect our employees to take responsible care of their own health and safety at all times.

First aid

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time.

At the time of admission to the nursery parents are asked to sign a permission slip for emergency medical advice or treatment to be given to their child this is signed and dated and kept in the child's file.

Our Accident Book:

- Is kept safely and accessibly in the classrooms.
- All staff and volunteers know where it is kept and how to complete it
- It is reviewed at room leader meetings weekly to identify any potential or actual hazards.
- It must be completed if any child or member of staff sustains an injury whilst on the premises. Details of how, where, when and to whom the accident happened must be recorded by the member of staff who saw and dealt with the injury. The treatment given must also be recorded.

Any accident requiring treatment from a general practitioner or hospital, or the death of a child or adult will be reported to OFSTED and The Health and Safety Executive www.hse.gov.uk/riddor (0345 300 9923) within 24 hours by telephone and 10 days in writing.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive

London Borough of Islington
Environmental Health and Consumer

Protection Division
222 Upper Street
London N1

- Any accident to a member of staff requiring treatment by a General Practitioner or Hospital; and
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have done)

Procedure to be followed in the event of an accident

- If a child or a member of staff has an accident they will receive first aid by a first aid officer.
- Any child falling from a significant height ie slide, climbing frame or other an ambulance will be called immediately.
- Parents will be notified immediately but in any instance they are unavailable the first aider in charge will call an ambulance and leave a message for the parent
- Gloves will be worn when dealing with blood or any other bodily fluids.
- The wound will be cleaned with sterile cloths or a cold compress applied.
- An accident form will be thoroughly completed including the first aider who gave the first aid. It will state the time it happened, the date, how it happened, first aid given and will be signed by the first aider, a witness and parent/carer.

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| | King Square Community |
| This policy was adopted by | Nursery |
| On | <hr/> 22 February 2018 |
| Date to be reviewed | <hr/> 22 February 2019 |
| Signed on behalf of the provider | <hr/> |
| Name of signatory | <hr/> Jackie Morgan Lisa Bassett |
| Role of signatory | <hr/> Manager Management Committee |
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