

King Square Community Nursery Accident Policy

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.

Accident Sheets;

- Are 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 included the treatment given. This is then signed by a witness and then given to the parent to sign.
- Accident sheets are scanned termly and filed electronically.

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

