

Accident and Incident Policy

The safety of your child is paramount and staff will take every measure we can to protect your child from injury while they are in our care. Staff risk assess the premises to ensure it meets the safeguarding and welfare requirements.

Staff are required to have a valid first-aid certificate, and to ensure that first-aid training is renewed every three years.

This policy and all emergency procedures will be reviewed annually or sooner if there are changes in legislation or guidance.

In the event of an accident

- Staff will comfort and reassure the child while ensuring the safety of any other children in our care.
- Staff will assess the extent of the child's injuries and perform any first aid that we have been trained to do, if the injury requires it.
- If the injury is serious, staff will contact the child's parents immediately and advise any first-aid treatment given.
- Written consent will be gathered from all parents/carers to seek emergency medical treatment and/or accompany their child to hospital if necessary.

In the event of a serious or life-threatening injury

- I will contact the emergency services immediately and accompany them to hospital if necessary.
- I will call cover-care for the other children in my care and either a known responsible adult or another staff member. These people will be known to parents at my setting.
- I will contact you as soon as possible to inform you of the accident and, if necessary, ask you to return to care for your child or meet me at the hospital.

After any accident

- Staff will record full details of how and where the accident happened and note any treatment given. In the event of a serious accident, injury, or incident, I will notify the Care Inspectorate as required under current regulations
- You will be given a paper copy or sent an electronic version.
- You will be asked to acknowledge, in writing, that you have seen the accident report.
- Accident and incident records will be stored securely and retained for a minimum of 3 years (or until the child reaches age 21 years and 3 months in the case of serious incidents, as per legal requirements).

Accidents off-site

- Staff will carry parent/carer contact details with me when away from the setting and then follow procedures as if at the setting.

Other Emergencies

Should any other emergency occur (such as another member of my/staff members family becoming ill at home), We will contact parents/carers as soon as possible. It is important that you keep me informed regarding your child's condition following an accident and if you have sought medical advice.

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