

Accident and incident policy

Great care is taken by our staff at all times to prevent injury to children and staff. There is always at least one member of staff with current (Ofsted approved and renewed at least every three years) paediatric first aid training on the premises or on an outing at any one time. The children are always supervised by a qualified first aid trained member of staff when they are eating.



First aid procedures

- Staff must practice good hygiene at all times, including the use of gloves as appropriate.
- The staff member will record details of the accident or incident, any injury and any treatment given.
- The parent/carer must sign the form when they collect their child.
- A copy of the form will not usually be given to the parent/carer. However on request, a copy will be made for the parent. Should any further detail be necessary, a meeting between parent and Fledglings management can be arranged. A record of the meeting will be made, signed by both parties and a copy given to the parent.
- The management will review the incident folder each term to identify any potential or actual hazards and will amend risk assessments, policies and procedures if necessary.

The manager will ensure that the first aid equipment is replenished and replaced as necessary. The first aid box is easily accessible to adults and is kept out of the reach of children. No un-prescribed medication is given to children, parents or staff.

In case of a medical emergency:

Staff will call the emergency services and provide details of the incident and details from the child's registration form. The parent/carer will be contacted and a member of staff will go with the ambulance with the child's registration details and consent forms and will remain with the child until the parent/carer arrives. Written permission for this is obtained from parents/carers when they register their child.

Recording and reporting of accidents and incidents

An accident is a situation where a person has hurt themselves, for example someone trips and grazes their knee. An incident is behaviour between two children that required adult intervention, for example a child hits another child. When describing an incident, we make sure it remains anonymous. All accidents requiring any first aid must be recorded on an accident/incident form. Our completed forms are kept in the locked filing cabinet. All forms are kept for future reference for at least 21 years.

We report to the Health and Safety Executive any work related incident to a member of staff or a child that results in death or certain reportable injuries (<http://www.hse.gov.uk/riddor/reportable-incidents.htm>). We follow the guidelines of Ofsted regarding notifying them of certain serious accidents resulting in hospitalisation or death of a child. Child protection services will also be notified of such incidents and any advice given will be followed.

We have ready access to telephone numbers for emergency services, including local police, and contact numbers for gas and electricity emergency services.

We keep incident forms for recording incidents and emergencies including those that are reportable to the Health and Safety Executive. Such incidents may include:

- break in, burglary, theft of personal or the setting's property;
- an intruder gaining unauthorised access to the premises;
- fire, flood, gas leak or electrical failure;
- attack on a member of staff or parent on the premises or nearby;
- any physical intervention by staff
- any racist incident involving staff or family on the setting's premises;
- death of a child, and
- Terrorist attack, or threat of one.