



**LADYBIRDS**  
**NURSERY**

## *Accidents*

### *Promoting Health and Safety*

At Ladybirds Nursery we understand that although children are supervised at all times, accidents can still sometimes happen. All paediatric first aiders are able to administer basic first aid to any child who is unfortunate to have an accident while at nursery.

## *Procedures*

In the event of a child having a accident within nursery staff will

- ❖ Deal with any minor accidents appropriately.
- ❖ Administer basic first aid where needed.
- ❖ Phone for emergency services (if needed).
- ❖ Phone the child's parents to inform them of the accident
- ❖ Fill in an accident form stating
  - 1) Name of the child
  - 2) Date of the accident
  - 3) Where the accident happened
  - 4) What happened, location of injury
  - 5) What treatment was given
  - 6) Staff and management signatures

- ❖ Parents will be asked to sign the form when they come to collect their child.

Parents must inform staff if their child has had an accident at home. Staff will record this on an incident form, and the parents will be asked to sign the form.

If staff notice any injury, or evidence of injury on a child which has not occurred in the nursery and has not been mentioned to any member of staff, parents will be asked for information and this will be recorded on a incident form, which the parents will be asked to sign.

Ofsted will be notified of any serious accident, illness or injury, or death of any child while in our care, and the action that has been taken. We will make a notification as soon as reasonably practical, but within any event, within 14 days of the incident occurring.

We will also notify our Local Authority, and child protection agency (LADO) of any serious accident or injury or death, and we will act upon any advice given to us by them.

Head injuries are recorded on a separate head injury form. Ofsted are informed of any head injury serious enough to require any hospital treatment.

Head bumps are recorded separately. Parents are informed of any child who has a bump to the head by telephone. The responsibility is the parents if they want to come and assess the child for themselves. All the information is recorded on the head injury form. Any serious head injury will be treated as an emergency and an ambulance will be called.

An Emergency Treatment form must be filled in at time of registration in order for parents to give nursery consent to take the child to hospital, and giving the hospital consent to treat the child in the most appropriate manner until the parents arrival.

Policy Issued January 2016

Review Date January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed

The policy will be reviewed sooner than the review date should any new information be obtained.