

Accidents

2021/2022

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.

Every staff member at Ladybirds has the paediatric first aid qualification.

Covid 19

All staff on duty are trained in first aid and hold an up to date certificate.

Procedures

In the event of a child having an 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 on line through Tapestry
- 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

Michelle and Gill get notifications of any accident in nursery and have to approve before it is sent to the parent. This is to ensure that all the correct details have been completed, and it is not classed as a significant accident or head injury that requires immediate attention.

For any head injury we always ensure we give the parents a 'curtesy call' to inform them that their child had had a head bump. We ensure that the child is monitored and any changes may require a further call to parents. Any serious head injury will result in an ambulance being called and the parents being informed immediately.

The tablet that the accident is recorded on will be taken to the door at the end of the day for parents to sign to acknowledge they understand the accident their child has been involved in.

The accident forms are stored in the child's personal on line file and can be accessed at any time.

These are downloaded at the end of the child's time at Ladybirds and printed, they are then stored for the recommended period of time.

Incoming Accidents

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 an incident form, which the parents will be asked to sign.

These are kept in the child's own key worker file.

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 Lisa Kelly) of any serious accident or injury or death, and we will act upon any advice given to us by them.

Policy Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date Reviewed June 2020 (additional Covid 10 information)

Date to be Reviewed August 2020

Date Reviewed November 2020 (italics added in November)

Date to be Reviewed September 2021

Date Reviewed September 2021 (Covid Information removed)

Date to be Reviewed September 2022

Date Reviewed December 2021

Date to be Reviewed December 2022

Date Reviewed

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

information be obtained.