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# **Training Depot Day Nursery**

## **Accident Policy for children**

### **Staff Responsibilities**

Staff must check that all equipment inside and outside is safe before children are allowed to play with or on it. Staff must check that there are no hazards inside or outside before children are allowed to play. A Senior member of staff must complete Daily Morning Risk Assessment Sheets before the children start for the day and an End of Day Risk Assessment after all the children have left for the day.

Staff must supervise all play and activities at all times, both inside and outside. Staff must be aware of the location of all children in their group at all times. All staff to the best of their ability must be responsible for the children in their care.

Children who attend Nursery will be offered a rest/nap/sleep time depending on the child's age/need and parent's request. When any child is having a nap/sleep time, the children are supervised at all times by a member of staff.

### **Management Responsibilities**

It is the responsibility of the management to ensure that there is at least one member of staff on duty at all times who has a valid Certificate of First Aid.

The Manager / office admin will ensure there is a first aid box accessible at all times filled with the appropriate content for use with the children. The Manager is also responsible for overseeing a bi-monthly check on first aid stock in all of the first aid boxes, throughout the Nursery. First aid equipment will be taken on every trip or outing, with a nursery mobile.

### **Parental Responsibilities**

Parents are responsible for informing the Nursery of any changes in their child's/children's medical details and any changes in their emergency contact details.

Children are **not** permitted to wear jewellery to Nursery, except for stud earrings with securely fastened backs or due to cultural reasons, if Jewellery is lost, nursery will not accept any responsibility.

### **Procedures to follow when a child has an Accident**

When a child has an accident at Nursery, a record will be kept with all the relevant details – these being:

- Name of the child affected
- Time and date of Accident
- Area where the accident occurred i.e. outside playground
- Nature and circumstances of Accident
- Type and location of any injury
- Treatment given
- Any action taken
- Witnesses
- Signed by the member of staff completing the report
- Counter signed by a senior member of staff

The Accident form will then be read by the parent / carer and will be signed by the parent/carer and a copy given to them if requested. All accident forms are filed in the accident folder and logged onto our database, which is reviewed on a monthly basis to evaluate any patterns or any danger spots. If a problem is detected this will be addressed.

The parent / carer will always be telephoned if a child has an injury to the head and an NHS information sheet will be shared with the parents in regard to what to do next.

If a child has a serious accident, then a Senior member of staff will telephone for an ambulance and contact the parents/carer of the child. A member of staff will accompany the child to the hospital and meet the parents/carer at the hospital. The member of staff will take all the child's details with them and assist the hospital staff in any way possible until the arrival of the parents/carer.

All serious injuries or serious communal diseases are reported using Riddor 95 and Riddor procedures will be followed.

The Nursery will inform Ofsted within 14 days of any serious accident, illness or injury to, or death of, any child while in the care of the Nursery, and the action that was taken. Ofsted will also be informed of any serious communal diseases and will follow any guidelines recommended by Ofsted.

MASH in Luton will be informed of any serious accident or injury, or the death of any child whilst in the care of the Nursery, and the Nursery will act on any advice from them.

Reviewed in July 23 by Mrs Sandhya Godhania