



STARFISH NURSERY

ACCIDENT PROCEDURE POLICY

MAJOR ACCIDENT

If a major accident occurs the procedure is as follows:

At all times the staff must wear disposable gloves and aprons.

1. Manager or named First Aider must be notified straight away. No one should move a child that has had a major accident until a First Aid person has assessed the situation, unless the child is at risk of further harm.
2. The manager or named First Aider will then assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for parents/carers to arrive.
 - a) If the child needs to go straight to hospital an ambulance will be called. Then the parents/carers will be contacted and arrangements will be made to meet the parents/carers at the hospital. A member of staff will accompany the child to hospital but **will not sign for any treatment to be carried out.**
 - b) If the child can wait for parents/carers to arrive, then the parents/carers will be contacted and the child made as comfortable as possible. A member of staff will stay with the child until the parents/carers arrives. It will then be for the parents/carers to decide whether to go to hospital or not.
3. A report of the accident will then be recorded in the accident book.
4. The parents/carers sign the accident book at their next visit if unable to sign when collecting/arriving that day.
5. Ofsted is notified as soon as possible of any serious accident, illness or injury to any child or member of staff during Nursery hours and the action taken. Local Child Protection agencies are also notified of any serious accident or injury to any child in our care.

MINOR ACCIDENT

If a minor accident occurs the procedure is as follows:

At all times the staff must wear disposable gloves (and aprons if necessary).

1. The child is made comfortable.
2. The injury is assessed by a First Aider. The manager is informed.

3. The injury is treated.
4. The child is resettled to activities and observed until happy.
5. The accident is then recorded in the accident book. A note is made on the day sheet and where possible the person who dealt with the accident will speak to the parent/carer at collection time. If the member of staff is unavailable, they will be spoken to by another member of staff i.e. the child's keyworker or Manager/Deputy.
6. Parents/carers sign the accident book when collecting the child.

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature:

Date: