



Accident Policy

Version no: 0.5

Version Control:

Version Number	Purpose/Change	Author	Date
0.1	Initial draft – To be approved by Committee	Melanie Nadin	10/11/17
0.2	Read and Changes to grammatical errors	Sarah Allen	29/09/17
0.3	Yearly review	Melanie Nadin	24/11/18
0.4	Yearly review	Melanie Nadin	02/10/19
0.5	Yearly Review	Melanie Nadin	11/12/2020

Accident Policy

This accident policy applies to all accidents that involve staff and children. The aim of this is to ensure that Hixon Preschool takes appropriate action to reduce accidents and ill health occurring as a result of its activities and complies with Health and Safety legislation, under reporting procedures.

An accident is an unplanned, uncontrollable event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

We aim to reduce accidents by:

- Making risk assessments for as many foreseeable risks as possible, by doing risk assessments we can identify and eliminate or reduce the risk.
- The premises are regularly checked and used properly
- Staff are aware of hazards
- Staff and children are encouraged to care about their environment and their colleagues
- Staff identify and report hazards and risks and encourage children to do the same, e.g. informing us about any broken toys

If an accident occurs where the issue is with the environment, facilities or is classified as a major injury, an accident report must be sent to St. Peter's School:

St Peter's C.E (VC) Primary School
Church Lane,
Hixon,
Staffordshire,
ST18 0PS

Tel:01889 270233

First Aid

There will always be a paediatric first aid qualified member of staff at every session. Only a First Aid qualified member of staff will administer First Aid. All members of staff have attended Paediatric First Aid training.

Responses are:

Incident Out Of Setting

- If a child enters preschool showing a visible mark, we require the parent to complete an "Incident out of setting report".
- This will be discussed with parents on entry.
- We do not need to report to safeguarding/first response unless it is suspicious.

Minor Injury – Children and Staff

- Provide First Aid treatment to the injured child/member of staff if applicable
- Record the accident and inform parents/carers
- If the accident is a head injury staff will inform parents by phone, it is down to the parent's discretion if they wish to collect their child. A First Aid form will be completed even if symptoms aren't visible and no First Aid has been given.

Major Injury -Children and Staff

- Contact the emergency services immediately – 999
Hixon Children's Centre, Church Lane, Hixon ST18 0PS
- Contact parents/carers to inform them of situation
- A member of staff must go to the hospital depending on which has the most knowledge of the injury/child, and must take all records of the child with them.
- If Preschool Staff are unable to contact parents/carer or **named emergency contacts (as detailed on the child's registration form)**, a member of staff will remain with them in the ambulance (to whichever hospital is dictated by the paramedics-most likely Stoke). They will remain with them there until a **named** contact arrives. **At no point will the child be released to anyone other than those specified by the parents on the registration form.** If family friends etc. arrive at preschool who aren't on the contact list they will of course be welcome to make their own way to the hospital and meet the child and staff member there if they wish.
- If this leaves the ratio short another parent/member of staff must be found as soon as possible, other children may be upset and need reassurance. All children will need to come into the setting to ensure that we keep them safe and the doors locked.
- Ofsted must be contacted if any of the above situations arise, or a serious accident, illness or injury to, or death of any child whilst in our care.

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address:

Ofsted
Piccadilly Gate
26-32 Store
Street
Manchester
M1 2WD

- Notification must be made within 14 days of the incident occurring.

First Aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First Aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first Aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.

Hixon Preschool will ensure that there is adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to all persons accessing Hixon Preschool.

It is the responsibility of the Deputy Manager to check the validity and contents every half term and sign the form to indicate this has been done. The accident folder is reviewed every half term to identify any potential or actual hazards. All parents/carers sign to agree for Hixon Preschool to administer appropriate medical treatment or to contact the emergency services for their child.

Documenting Accident Forms

Accident forms are located in either the Children's Accident Folder, or the Staff Accident Folder:

- The witness member of staff will fill out a detailed account of the accident and how it happened.
- Parents will be informed on the day of the accident by staff and will need to sign the accident form.
- A copy will be made available to the parent if requested.
- Parents/carers are asked to come into the setting to discuss any accidents and to maintain confidentiality. Due to Covid this will be discussed outside the premises until further notice.



If the parent/carer leaves the setting without signing the accident form, the Manager/key person must contact them by phone to inform them and to ensure that the form is signed the next time that they are in the setting.

Date for review Dec 2021 unless new legislation comes in to effect.