Tots 2 Toddlers

Accident and Incident

Intent of Policy:

Tots 2 Toddlers aim to ensure that children are safe during their time in nursery and that accidents that occur in nursery are reported and dealt with appropriately.

Implementation of policy:

* Parents are asked to sign an accident form if injuries occur at nursery
* Also if a child should come to nursery with an injury of any kind the parent will be asked to fill and sign an existing injury form on reporting it to the staff.
* If a child has a serious accident at the nursery he/she would immediately be taken to hospital and the parents would also be informed immediately.
* Every qualified staff member is first aid trained. As per guidelines, new members of staff are first aid trained within the first three months of employment.

Staff will:

* Deal with any minor accidents.
* Write all information including name of witnesses on the accident form manager to read and sign the form.
* Ask parents on picking up their child to sign the accident form and read the information regarding the incident.
* The accident / incident form must be completed fully and the following information is required:
* Date
* Child's name
* Child’s D.O.B
* Child's age
* No. of children present
* Time of accident incident
* If it is reportable to Ofsted or RIDDOR
* Time accident incident reported to manager
* If the parent was contacted
* Where the injury occurred
* How it was sustained.
* If it was a result of inappropriate behavior
* Number of staff present
* Parents signature
* Manager signature
* Details of accident incident
* Body map.

In event of an accident in the home:

* Parents must inform staff of any accident at home so that staff can ask parents to fill and sign the existing injury form.
* Is staff see evidence of injury on a child which has not occurred in the nursery and has not been reported any member of staff, parents will be asked for information on the incident and instructed to fill out the appropriate paperwork.

In case of more than one child being involved individual’s identity must only be disclosed to the child's own parent.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |