

Thorpe Willoughby Childcare Centre

Accident and Injury Policy



Purpose of Policy

The purpose of this policy is to ensure that when an accident occurs in Thorpe Willoughby Childcare Centre appropriate action is taken and accurate information is recorded and communicated.

An accident is classed as an occurrence which has resulted in an injury to one or more persons.

Who is Responsible?

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner.

It is the responsibility of the Manager/Deputy to ensure that all members of staff have knowledge of first aid and that there is at least one member of staff on duty at all times who has a valid first aid certificate.

It is the responsibility of the member of staff who administered the first aid to write the accident report and ensure that it is signed by the parent or carer of the child or children involved.

All members of staff have a responsibility to ensure that management is informed when items from the first aid box are used.

A system of recording is in place to ensure that the first aid box is restocked on a regular basis.

How the Policy is implemented?

When creating the staff rota, the management must ensure that at least 1 member of staff on duty has a valid first aid certificate.

A sign must be displayed where parents can see who the first aider on duty is and where the first aid boxes are situated.

The management will check the first aid box each month to ensure that the box is fully stocked, if there are any items that need to be ordered this should be done as soon as possible.

The management is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate.

When an accident occurs it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

Minor Injuries

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record, this record will be signed by the first aider and by the parent or carer of the child.

If the injury is minor but requires medical assistance, the parents/carers must be called by the management in the main office, to inform them of the accident and the actions that have been taken. (This phone call must then be recorded in the main office). The parents/carers will be asked to come to the centre to collect their child. The management will then advise the parents/carers to take their child to a health centre or minor injuries unit.

Serious Accidents and Injuries

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The parents/carers must be called by the management in the main office, to inform them of the accident and the actions that have been taken and what hospital the child has been taken to. (This phone call must then be recorded in the main office).

The child's registration form containing medical information should accompany them to the hospital.

The child's parent or carer must sign the accident record and any serious injuries, accidents and illnesses will be reported to Ofsted and RIDDOR.

Recording Accidents

All accidents and injuries, however minor must be recorded in the accident book.

The accident record should include the following:

- Name of the child
- Date and time of accident
- How the accident occurred
- The extent of the injury
- What treatment if any was given

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