



## **Stepping Stones Nursery**

### **Accident and Injury Policy and Procedures**

The purpose of this policy is to ensure that when an accident occurs in Stepping Stones Nursery, 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 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 has 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 the manager is informed when items from the first aid box are used and need to be replaced. 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**

All staff at Stepping Stones undertake first aid training. Each unit has a person in charge of the first aid stations and will check the first aid box each month to ensure that the box is fully and appropriately stocked. If there are any items that need to be ordered this should be done as soon as possible. All senior staff are 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 and senior staff to determine whether the injury can be dealt with in the setting, if parents need to be contacted or if medical assistance is required.

#### **Minor Injuries**

- ✓ If the injury is minor and does not require medical assistance the first aider should treat the injury accordingly and complete an accident report, this record will be signed by the first aider and by the parent/carer/relative of the child.
- ✓ If the injury is minor but requires medical assistance the first aider will contact the parent or emergency contact to collect the child and advise medical treatment be sought. Complete an accident report, this record will be signed by the first aider and by the parent/carer/relative of the child.

#### **Serious Accidents and Injuries**

In the unlikely event or a serious injury - If the injury is serious and immediate 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. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the accident and what hospital the child has been taken to. Accident reports filled out.



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#### Recording Accidents

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

The accident record must include the following:

- ✓ Name of the child
- ✓ Date and time of accident
- ✓ How and where the accident occurred
- ✓ The extent/description of the injury
- ✓ Mark on the body map where the injury was sustained
- ✓ What treatment if any was given
- ✓ Where the parents notified
- ✓ **All information must be factual and as descriptive as possible**

The child's parent or carer must sign the accident record and any incidents which required hospital treatment will be reported to C.I.W within 24 hours.

#### Bumps to the Head

If a child falls and hits any part of their head with force, all staff must follow this procedure.

- ✓ Parents must be informed immediately that the child has had a bump to the head and the nature and description of the accident and injury explained.
- ✓ It must be relayed how the child is ie. has been upset but calmed down, still upset, etc.
- ✓ Your opinion can be given as to what action should be taken i.e. wait until child has settled down, collect child immediately, hospital treatment required etc.
- ✓ Following this discussion with Parent a decision can be made as to whether the child is collected or stays within the crèche and observed closely.
- ✓ The accident book must be filled in immediately, by the first aider. Give as much detail as possible, all entries must be factual and signed and date.

All staff accidents are to be logged in the staff accident book which is located in the Shooting Stars unit first aid cupboard.