



Accident Policy

Little Bookham & Effingham Preschool aims to ensure health and safety of all the children and adults within the setting. At least 1 member of staff with a current paediatric first aid certificate must be present when working with children. New staff members will be encouraged to complete a 12 hour Paediatric First Aid training after the successful completion of their probationary period, and training will be updated every three years.

Named First Aiders

The following staff members hold current paediatric first aid certificates:

Emma Smitheman
Catherine Porch
Sarah Balls
Keith Porch

Accident forms

If a child is involved in an accident in the setting a staff member will administer first aid treatment then complete an accident form on the child's Tapestry Care Diary. Best practice is for the member of staff who witnessed and or administered treatment to complete the form, however this may be dependent upon the individual circumstances.

The accident report forms contain the following information:

- Child's full name,
- Date and time,
- Place where the incident took place,
- Description of the injury,
- Treatment given,
- What happened afterwards
- Staff members signature and date, and witness signature
- Parent/carers signature and date.

At the end of a session or as soon as reasonably possible parents/carers will be informed that their child has had an accident, and will be given details by staff. Once the parent has been informed, staff will mark the care diary entry as 'discussed' with parent, and parents will receive a notification and be asked to sign into Tapestry to view the accident form. Once it has been viewed by a parent, staff will then sign off the form electronically.

If a Paediatric First Aid trained staff member makes the decision that an accident was very minor and treatment is not required, for example, in the event a child trips, landing on their knees and has no visible injury, the staff member will not be required to complete an Accident form. However, they will continue to monitor the child for any signs of delayed injury/shock.

If a child has had a major accident, for example, a fall from a height/ bump to the head/hard fall to the ground, however no wound is visible and the child presents as being well, an accident/incident form must be completed and staff members must continue to carry out first aid treatment and monitor the child. In the event that a major accident requires immediate medical treatment parents/carers will be contacted as soon as reasonably possible.

Pre-existing injuries

If a child arrives with an existing injury, parents/carers must inform staff on their arrival and will then be asked to complete a 'Pre-existing Injury' form, detailing how the injury occurred and ensuring staff members have current information about a child if they become unwell.

If staff members notice an existing injury but were not informed by the parents/carers at the beginning of the session, the staff member will complete a form which will need to be signed by parents/carers on collection.

The form contains the following information: Child's full name, Date of injury, Description of injury, body map showing where the injury is, Parent/carer signature, Staff member signature and date.

The completed forms will be kept in the accident folder and a copy made for the safeguarding folder if needed.

Medical emergency

In the event of a medical emergency for a child, their parents/carers will be contacted as soon as reasonably possible. If parents/carers cannot be reached staff members will contact the child's emergency contact as stated on the registration form.

During inductions or when new children/staff join the preschool all staff members are made aware of any children/staff with medical conditions and the procedures to follow in the event of an emergency.

In the event that a child has to be taken to hospital an ambulance will be called as staff must not take children to hospital in their own vehicles.

In the event that a member of staff is required to travel to the hospital with a child the manager/deputy will ensure that the correct adult/child ratio is maintained and will call in bank staff if needed. The member of staff will stay at the hospital until the parent/carers arrive. A full report will be written on an accident and/or incident form and will be available for parents/carers to sign when possible and available for inspection if required.

Reporting Accidents and Incidents

Little Bookham & Effingham Preschool understands that it is a legal requirement to notify Ofsted and the local child protection agencies about any serious accidents, injury or death that happen to a child while in our care, whether at the setting or when on an outing. Notifications will be made to Ofsted within 14 days of an incident occurring. Please refer to www.ofsted.gov.uk for classifications of serious accidents and injuries.

We understand that as an employer we have a legal duty under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report accidents, injuries, death, work related diseases, dangerous occurrences and injuries that last more than three days to the Health and Safety Executive (HSE) Incident Contact Centre on: 0345 300 9923.

Ofsted and Surrey County Council will also be contacted about any incidents involving staff within 14 days of the incident happening or when reasonably possible.