

ACCIDENT/INCIDENT POLICY

At Vineyard Organic Day Nursery we endeavour to create a safe and healthy environment, where the risk of serious injuries to children is minimised. In doing so we aim to prevent injuries to children by:

- Carrying out a daily risk assessment of the different areas of the nursery and removing dangers posed to the children
- Maintain the correct ratios where the teachers closely monitor children and remove obstacles to their well-being.
- Monitor incidents/ accidents/preexisting injuries to establish whether there is a pattern and take measures to remedy the problem.

Measures in place in the event of an accident include:

- The first aiders will administer first aid as required.
- If necessary, the child's doctor will be contacted.
- Parents/ next of kin will be informed immediately in the event of a head injury or should a child/ staff member require hospital attention.
- The accident will be recorded on the Accident Form. The information recorded will include the type and location of the injury, action taken and by whom, and the circumstances of the accident. The form will then be signed by the first aider and a witness and countersigned by the parent when the child is collected. The signed form is then logged on the computer, filed and kept in the office.
- In the event of a more serious accident, staff will assess the situation, give appropriate first aid and contact the parents. The child's medical card will be used to acquire information. The parents have consented on this form for their child to be transported to the hospital and to receive appropriate medical care. These records in accordance with GDPR are confidential and unless there has been a serious incident, will not be retained for more than a year after the child's departure.
- When a member of staff is concerned about the child's condition, they will call an ambulance and disclose the following information:
 1. Location of the accident
 2. Casualty's condition
 3. Number of casualties

A member of staff will accompany the child to the hospital and remain with the child until the next of kin arrives.

- If the child can wait for the parent, they will be made comfortable until they arrive.
- Procedures to be followed in the event of a serious injury are as follows: a member of staff will call an ambulance the first aid officer will administer appropriate first aid and children will be supervised by staff.

The Aftermath of an Accident:

- A detailed report of the accident will be compiled taking into account interviews and written accounts of staff involved, logistics of the room including number and ratios, events surrounding the accident and a risk assessment to educate future measures to prevent the accident from happening again.
- All Accident forms will be logged.
- All documents will be presented to staff and a care plan put into place to ensure the child's comfort, well-being and ability to be included in nursery activities which will be differentiated accordingly.
- The investigation must reveal whether the injury sustained to the child was an accident or a form of abuse. Accordingly, SPA/ LADO will be contacted if respectively someone related to the child or a member of staff is responsible for the injury. All steps will be taken in line with the Safeguarding Policy.
- Serious accidents, injuries or serious illnesses will be reported to Ofsted within 14 days.
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- Parents must complete a preexisting injuries form if their child comes to nursery with a preexisting injury. Staff will diligently acquire information regarding the injury and provide appropriate care. The incident will be logged.
- The member of staff responsible for the first aid boxes (Vesna Jokovic) will ensure they are well stocked and up to date.
- Details of accidents/ serious injuries occurring to members of staff will be recorded on the Incident sheet and reported to RIDDOR in the event that he/she is incapacitated for more than seven days.

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