

ACCIDENTS PROCEDURE

At Birchwood Private Day Nursery we provide a safe and secure learning environment however we are aware that all children have accidents during play.

When a child has an accident within the setting the nursery staff are required to record all relevant information on the child's individual accident form which is kept in a file.

The staff should then inform parents or carers upon collection, however if the accident is of a more serious nature or a bite mark a member of staff should contact the person with parental responsibility to inform them of the accident, in addition to recording the information on the accident form.

Parents or carers should then be asked to counter sign the accident form which should also be signed by two members of staff witnessed the accident.

The same procedure should be followed if the child arrives with a new injury, the parent or carer should then be asked to fill out an incoming injury form to make the staff aware of what happened.

The incoming injury form should be signed by the person filling out the information and counter signed by a member of staff.

Staff Accident:

If a member of staff has an accident whilst at the setting the same procedure will apply with a senior member of staff signing the accident form.

The staff accident book is situated between the baby room and the pre-school room within the main building.

A copy of the accident should be given to the member of staff who had the accident for their own records.

If an accident is more serious, then the child or member of staff will be taken to hospital by another member of staff or the emergency services will be called.

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