



ACCIDENTS, EMERGENCIES AND INCIDENTS POLICY

Accidents and Emergencies:

Minor bumps and scratches are inevitable as children develop and learn. However, we will make every effort to keep all children safe while they are in our care.

We will do this by:

- Ensuring all environments your child will encounter are risk assessed and safe.
- By reducing any risk of harm to a minimum.
- All toys and equipment will be checked on a regular basis to ensure they are fit for purpose.
- All cleaning products and other potentially dangerous substances will be stored out of the reach of the children.
- All first aid training will be kept up to date and a fully equipped first aid box will be kept in each room where the children are. At least one member of staff in each room will have first aid training.
- The premises, both inside and out, will be kept secure with child-safe locks on all access.
- Children will never be left unsupervised for any amount of time.
- Ongoing risk assessments on the premises will be carried out to identify any risk and a written risk assessment will be carried out every 6 months.
- Outings and trips will be planned and a risk assessment will be done before and during all trips. Signed permission from parents/guardians will be gained for trips and staff ratios will be met at all times.

If an injury should occur:

- Minor injuries will receive appropriate first aid care and will be documented and reported to you on collection of your child, where you will be asked to sign the accident records.
- If an emergency injury or illness occurs, you will be contacted as soon as possible, once your child is safe. A qualified member of staff will take your child to the nearest hospital where they will ask you to meet them.
- Any child suspected of a serious head injury will be taken to hospital and you will be contacted as soon as possible.

All children will have their doctor's name and surgery as part of the records held by the setting. You must inform us of any children's allergies. No medicines will be administered unless permission by yourselves has been given (see sickness, medication and infection control policy).

Please ensure you inform us as soon as possible of any changes to your emergency contacts or to the medical needs of your child.

**Incidents:**

It is important that we are kept informed of any accidents that have happened outside of our care. This is to ensure that we are aware of any possible side effects that may occur while at the setting and allow us to deal with these appropriately. Upon informing a member of staff of any incidents, you will be asked to fill out an incident form.

If an injury is discovered while at the setting, that was not obtained during their time with us, and we had not been informed, we will document this on an incident form and discuss the injury with you when you collect your child. These procedures are in place to ensure we can provide the best possible care for your child, and the setting is bound by law to follow these safeguarding procedures.

You will be asked to sign all incident and accident forms.