



Accident and Injury Policy

Purpose of policy:

This policy will aim to take appropriate actions, record accurate information, and communicate when an accident happens at Snuggle Bunnies Childcare (Nursery).

Who is Responsible?

All staff are responsible to make sure that all accidents and injuries are dealt with at the time it happens. It is the responsibility of the childminder (manager) to make every attempt that all members of staff are Paediatric First Aid trained and that there is always at least one member of staff on duty on the premises who has a valid Paediatric First Aid certificate for the day.

It is the responsibility of the member of staff who has administered the first aid to write in the accident report immediately (**First Aid Booklet**) and to make every effort to **inform the parent/carer by telephone on the same day as, or as soon as reasonably possible after the accident, and of any first aid treatment given**. The accident/injury report must be signed, dated with the time by the parent/carer of the child and witness at the time of collection. All members of staff have the responsibility to make every attempt to inform the childminder (manager) of an accident and when items from the first aid box are used, so the childminder can check with staff whether the procedure was followed and that the items can be replaced. Each first aid box must be always accessible with appropriate content for use with children. A record system is put in place to ensure that the first aid box is restocked on a regular basis (**First**

Aid Box Log Booklet). First Aid box must be refilled and complete the first aid box booklet to highlight what items are replaced.

Snuggle Bunnies Childcare must notify Ofsted of any serious accidents, illnesses, or injury to or the death of any child while in our care, and of the actions taken. Notification **must be made as soon as reasonably possible, but any event within of 14 days of the incident occurring**. Snuggle Bunnies Childcare **must** also inform **Brent Family Front Door 0208 937 4300** of any serious accident or injury to, or the death of, any child while in our care, and must act on any advice from these agencies.

How is the policy implemented?

When the staff rota is created, the childminder (manager) must make every effort that at least 1 member of staff is on duty who has a valid Paediatric First Aid certificate.

This is to be displayed on the Staff Noticeboard stating who the paediatric first aider is and where the first aid box is located. The outhouse and each room (living area, kitchen, and bathroom) on the ground floor has a first aid box, clearly labelled. All first aid equipment to be refilled when items are low. First aid boxes are in the kitchen cupboard, marked **'first aid box and first aid stock'** on the cupboard door and boxes/containers. The staff must make sure that the first aid box in the room has all equipment needed and if used must refill the first aid box immediately. The childminder (manager) will aim to check the first aid box at the end of the week to ensure that the box is fully stocked. If there are items that need to be ordered this should be done as soon as possible. Please write a list and inform the childminder (manager).

The Childminder (manager) is responsible for 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 first aider's responsibility to determine whether the injury can be dealt with in the setting or if medical assistance is required. If unsure, please check the policy and or speak with the childminder (manager).

Minor Injuries

If the injury is minor and does not require medical assistance, the first aider must address the injury and complete an accident record immediately. This record must be **signed by the first aider and by the parent/carer of the child on collection and a copy must be given to the parent/carer before leaving.** If the injury is minor but requires medical assistance the first aider will call a taxi and take the child to the nearest health centre, the child's medical information and registration forms will be taken with them. A member of staff will make every attempt to contact the parent/carer as soon as possible to inform them of the accident and the actions that have been taken. Upon returning to the setting the first aider must immediately complete another accident report form about the treatment the child received and have a copy ready for the parent to sign, date with the time written before leaving the setting.

Serious Accident and Injuries

If the injury is serious and hospital treatment is required, a member of staff **must call 999** for an ambulance immediately, and a member of staff must accompany the child to the hospital. The child's registration form containing medical information must accompany them to the hospital. A member of staff must immediately inform the parent/carer of the child (or an emergency contact) by phone and inform them of the accident and what hospital the child has been taken to. Upon returning to the setting the first aider must immediately complete another accident report about the treatment the child received and have a copy ready for the parent to sign before leaving the setting. Ofsted must be notified of the accident within 14 days or as soon as possible.

Recording Accidents

All accidents and injuries no matter how severe or small, must be recorded in the accident book immediately.

The accident record must include:

Name of child

Child's DOB

Date and time of accident

Name of witnesses/adult present signed with date and time

Place of accident

Description of how the accident happened

Record of any injury and action taken

Indicate any injuries on the body map

What treatment was given, if any?

Record the date and time of regular monitoring of injury on form

The child's parent or carer must sign, date the accident report and any injuries which required hospital treatments before leaving the setting. The childminder (manager) will report to the **Brent Safeguarding Children's Board immediately or within 24 hours 0208 937 4300 (Brent Family Front Door)**.

Last Updated/Reviewed On:	SIGNITURE
09/03/2020	C. Morgan
11/11/2020	C. Morgan
23/03/2021	C. Morgan