

Accident Policy

Whilst every effort is made to ensure that the nursery is safe, accidents will occasionally happen at nursery or on the way to nursery. Fortunately accidents at nursery are usually minor bumps and scrapes which can be dealt with by staff. The staff will record these accidents and inform the parents of them when they collect their child. If a Child bumps their head a member of staff from the room will call the parents and give them the opportunity to collect the child. Accidents before arriving at nursery will also be recorded and the parents will be asked how the accident happened. Both types of accidents will be marked on a body map on the reverse of the accident form. The parent will be asked to sign an accident form to confirm that you have been notified. A head injury form will also be given to the parents for advice, when necessary. The forms will be filed into the child's file and noted onto the continual accident record sheet. If a child arrives at nursery with an injury that the staff feels needs medical attention then they reserve the right to ask the parents to seek this before the child can stay at nursery.

In case of more serious injuries a parent will be contacted immediately. If for any reason we are unable to contact the parent or any of their emergency numbers, the staff may at the discretion of the Manager seek medical advice, as stated on the registration form. If appropriate the Manager will ask that a child is taken home following an accident or injury.

In the event of an accident occurring on the nursery premises to either the children or a member of staff or general public we will:-

1. Give any relevant first aid
2. Inform Manager / Deputy
3. The person who sees the accidents must write the initial part of the accident form and the 1st Aider to complete further
4. Inform health and safety office
5. If a child is taken to hospital other than a temperature, then a risk assessment will be done around the incident
6. Call for an ambulance if required - accident form to go to hospital and signed by parent before if they go with or at hospital otherwise
7. Inform next of kin
8. Inform appropriate health and safety enforcing authority if required including completing RIDDOR as per Policy 7.2

Little Acorns will notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. We will also notify Ofsted if a child has an accident and is taken to hospital in an ambulance but no 'notifiable' outcome is recorded. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. We will also notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

Ealing integrated response service (local child protection team)
0208 825 8000

Ofsted: 0300 123 1231

Little Acorns Day Nursery