



Children's Accident Policy

Existing injuries identified when the child arrives at nursery will be recorded on a body map along with explanations and parent's signature.

The nursery records all accidents that the children have whilst on site. It is the staff member who saw the accident's responsibility to ensure that a form is completed (on Baby's Days). **This is to be recorded on the register, in the room diary and on the white board** to ensure that parents/carers are notified of the accident when they collect their child. The nurseries accident form includes:

- The time, date and nature of any accidents on site,
- Details of the child affected,
- The type and location of any injury,
- Details of any first aid treatment,
- Details of action taken and by whom,
- The signature of the staff member who dealt with the incident,
- The signature of the of the management/senior,
- The signature of the parent/carer who collected the child from nursery.

If for unforeseen reasons practitioners have not been able to pass the accident form on to parents the reason why will be noted on the accident form. A practitioner will also need to contact the parent(s) immediately and note down when they were contacted and who was spoken to and sign it. This must be witnessed by another member of staff and recorded on the accident form.

In the case of serious head injury parents should be contacted immediately in order for them to seek medical advice. (see serious accident procedure)

All accidents will be recorded regardless of whether any injury or visible wound is sustained.

Accident form must be seen by a senior member of staff and signed on the day of the accident.

Completed accident forms should be treated as confidential and kept in the allotted file in each room filed under the child's first name.

A curtesy phone call will be made to parents/carers where a minor accident has occurred.

Any serious injury will be reported by management to Ofsted by phone followed up in writing within 48 hours.

Accident records are reviewed termly to identify any trends or recurring accidents.



St Aidan's Day Nursery
Wheatley Hills, Doncaster.

Accident files are to be emptied and filed in the filing cabinet upstairs ready to start again at the beginning of each term. (although this will be filtered out due to the use of Babys Days).

Any recurring issues should be brought to management's attention.