



ROMPERS PRIVATE NURSERY

ACCIDENT POLICY



Policy Statement:

At Rompers it is our duty to put the care and welfare of all children at the front of our practice. As qualified staff we are responsible for the health, safety and wellbeing of all children during their attendance at nursery.

During this time in our care all staff must record any accidents that take place.

Accident definition: an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury. For example, tripping over and hurting your knee.

Aims of this Policy:

- To keep an accurate record of all accidents that happen in nursery
- To inform the parent of any accidents that take place within nursery
- To help us to identify any potential areas in nursery that accidents are occurring regularly and act upon this appropriately and professionally
- Give detailed feedback and duplicate report to parent

Procedures:

- All rooms have accidents forms to fill out in the case of an accident occurring
- Staff must fill out a form each time there is an accident and photocopy the completed form, one form is sent home the other is filed at Rompers
- A **SBAR** style of form is used to record accidents and all staff have received training in how to complete this
- If necessary staff will contact the parent to inform them of the accidents i.e. head injury
- Accidents form will be discussed with parent when they collect their child
- Once the form is signed, one form is sent home with the parent and the other is photocopied and filed within the 'Incident and Accident folder' at nursery within the child's room
- All accidents are kept within this folder and reviewed on a monthly basis, helping us to identify any hazardous areas
- Any area where it is felt accidents are happening regularly will be reported and discussed with management, appropriate action can then be taken
- First Aid boxes are accessible in each room and visibly labelled with up to date equipment. These are audited every 3 months to ensure they are fully stocked.
- A **bump note** will be issued home with a child if they have had a head injury, this will support the parent in observing their child to ensure other symptoms do not occur

Monitoring:

- Monthly reviews of the accidents that have occurred will help to identify any problem areas in nursery

- Room Team Leaders to review the accident forms at the end of each month to ensure that they have been completed correctly and complete a follow up on the back of the report
- At Rompers, we pride ourselves on having majority of staff paediatric first aid trained. Staff will review their First Aid training annually to ensure they are up to date with procedures.

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none