

ACCIDENT POLICY



Minor Accident - procedure

A minor accident is defined as an injury that does not require further treatment outside the nursery. In the event of a minor accident, it is Early Years Academy's policy to treat a child immediately and appropriately to the type of minor accident that has occurred.

- A child should have their accident form filled in explaining how the accident happened, where they are hurt and the date and time of the accident.
- This should then be signed by the member of staff helping the child.
- When the child is collected at the end of their session their parent/carer should have the accident explained to them and their signature obtained in recognition of being informed.

Major Accident - procedure

In the case of a serious accident requiring hospital treatment, it is Early Years Academy's policy to treat a child/member of staff by a qualified First Aider where possible, then dial '999' for the ambulance service where we will accompany the child/member of staff to hospital until a parent/carer arrives.

Emergency contacts will be telephoned immediately informing them of all developments, giving full details about the accident, where the child is being taken, and following any instructions the parent/carer has with regards to their child.

When a child is registered with Early Years Academy, during the settling in period parents/carers will fill in a consent form allowing us to follow all accident procedures. Early Years Academy will discuss with all parents any religious beliefs that may not allow us to follow the accident procedures and how we can accommodate alternative methods if possible. Parents/carers will be contacted immediately, following their instructions of care for their child in this type of emergency.

All major accidents will be recorded in the nursery accident book, located in the office. All accidents should be signed by the parent/carer on behalf of the child.

Ofsted and the Health and Safety Executive will be informed if any accident resulting in a medical visit, serious injury or death occurs.

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The accident policy works alongside the nursery health and safety policy.

Reviewed on: 1st October 2014