



Maisie Poppins Nursery

the holistic approach to childhood

Maisie Poppins Nursery: Updated Policies & Procedures

Accident Policy and Procedure

Policy:


It is our absolute priority to keep children safe while they are in our care. Our premises meets the safeguarding and welfare requirements within the Early Years Foundation Stage 2017. We regularly review, update and practice safety routines such as fire drills and risk assessments.

As a registered early years provider, we are legally required to have valid high quality paediatric first aid training, which is updated every 3 years for all staff. All Maisie Poppins staff have this training and the certificates are displayed for parents to view. All staff undertake annual refreshers. We can administer basic first aid treatment, and our first aid box is clearly labeled, in date, regularly checked and easily accessible. There is a first aid box in each childcare room situated in a place where it can be easily reached in the event of any accident. There is also one in the nursery office. The first-aid box is accessible to children but cannot be opened by them. Parent contact details are easily accessible on the dedicated work iPhone that we carry with us on any trips during childcare hours and remains in the office the rest of the time. We also hold that information confidentially on the work encrypted laptop and locked within the confidential drawers. We hold written permission from parents to get emergency treatment for their child if it is needed which we carry with us. We have a functional and up to date accident, incident and medication forms within our health and safety folders, there is one in each room. We record any existing injuries resulting from accidents at home when children arrive and any details of any accident sustained during childcare hours. For any accidents involving the head, a duplicate form is supplied to the parent for their records.

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Procedure if there is an accident:

1. First we will reassure the injured child while making sure that the other children in our care are safe.
2. Then, if possible, we will deal with the accident and administer first aid. If not, we will ring 999.
3. If I/we have to accompany or take a child to hospital, I will ensure the other children at the nursery are safe and under the overall care of my deputy and room leaders. I am not counted in ratios.

If there is an accident or emergency, my staff or myself will contact the parent, and they will be expected to collect their child straight away.

If we are able to respond to the accident ourselves with first aid, we will tell parents immediately and complete the relevant forms. If we accompany a child to hospital, we will contact the parents and ask them to meet me there.

If we have an accident, we will get the nearest responsible adult to help. We will do our best at all times to make sure the children in our care are safe, reassured and calm.

If there is an emergency we will:

- Administer emergency first aid if applicable
- Reassure children and move them to a different room
- Notify emergency services – ambulance and if relevant the police
- Parents to be notified ASAP by myself where possible or the police
- Remain with casualty
- Notify Health and Safety Executive, and complete form (RIDDOR)
- Notify OFSTED.
- Inform Public Liability Insurance
- Inform Hackney Child Safeguarding Board: Designated Officer

Author: May Collin ©

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