

University of Warwick Nursery

ACCIDENT PROCEDURE

All staff should hold a current first aid certificate.

There is a First Aid Box in every playroom

Every effort will be made to always keep the children in our care safe, but in the event of an accident the following procedures will be followed.

Major Accident

If a major accident occurs the procedure is as follows:

At all times the staff must wear protective clothing (disposable gloves and aprons).

1. If able to be moved, the child is taken to a quiet place and the Manager notified. **DO NOT MOVE THE CHILD IF A HEAD OR BACK INJURY IS SUSPECTED.** If the child can not be moved, the other children in the area must be moved away from the accident site.

The Manager will then assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for a parent/main carer to come.

- a. If the child needs to go straight to hospital, **an ambulance will be called by dialling 999 on an internal line.** This will connect with security staff in the main gate who should be informed of the incident and instructed to call for an ambulance. The security staff will escort the ambulance to the Nursery. The parent/main carer will be contacted, and arrangements will be made to meet the parent/main carer at the hospital. A member of staff will accompany the child to hospital but will not sign for any treatment to be carried out. The staff member will take any information with them about the child's medical history and allergies.
- b. If the child can wait for the parent/main carer to come, then the parent/main carer will be contacted, and the child will be made as comfortable as possible. A member of staff will stay with them until the parent/main carer arrives.

It will then be for the parent/main carer to decide whether to go to the hospital or not.

2. A report of the accident will be recorded on 'Parent Zone' and countersigned by the parent/carers at the earliest opportunity. A copy of the report will be sent to the University Health and Safety officer, who will forward it on to the Health and Safety Executive. In the event of a child being hospitalised OFSTED and the Local Safeguarding Children Board will be informed. This will also be the procedure followed in the event of a child death in the nursery.

Minor accident

If a minor accident occurs the procedure is as follows: There is a First Aid Box in every Playroom.

At all times the staff must wear protective clothing (disposable gloves and aprons).

1. The child should be taken to a quiet area where their injuries can be treated properly.
2. A member of staff assesses the injury. There is a First aid box in all playrooms, in the cupboard on the wall marked with a green first aid sticker.
3. The injury is then treated.
4. The child is then resettled back into the activities and observed.
5. The incident is recorded on 'Parents Zone 'must be signed by the parent.
6. The parent is advised of the accident by phone if this is felt necessary.