

## **Accident/Incidents Policy:**

The safety of any children attending this setting is my highest priority, and all reasonable measures will be taken to ensure that children do not harm themselves while they are in my care. Having said that, accidents happen and some level of risk is necessary in order for children to learn. This policy covers the procedure I will follow in the event that a child in my care is involved in an accident or an incident.

In the event of a child being involved in an accident or incident, I will:

- Make sure the children are comforted and reassured.
- Assess any injuries and, as a qualified paediatric first aider, provide appropriate treatment / triage. If necessary, the emergency services will be called, and the emergency plan activated.
- Once the child is stable and settled, I will contact the parents to inform them of the accident, and if necessary ask them to come and collect their child or meet me at the hospital.

In the event of any accident or incident, I will:

- Record it in the accident / incident book at the setting and sign it as soon as possible.
- Ask the parents to countersign it when they arrive to pick up the child. If they refuse to countersign, I will note this in the book as well.

If the accident or incident required any medical attention beyond first aid, I will also:

- Inform Ofsted.
- Inform my insurance company (and any other organization required, such as RIDDOR).
- Contact an advice line to check that no further action is required.

I also ask that parents keep me informed when a child has had an accident or incident while not in my care. This will be recorded as part of the **Safeguarding Policy** and the **Allegations of Abuse Procedure**.

In the event of an uncollected child, I will follow my **Uncollected Child Policy** and record the incident as described here.

In the event that I become concerned that a child in my care is being abused, I will follow my **Safeguarding Policy** and contact the local Children and Young People's Service. The records in the accident/incident book may be used as evidence in any subsequent investigation.

<b>Signed:</b>	<b>Dated:</b>	<b>Review Date:</b>
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