

Pendoylan Childcare

Accident and Injury Policy

Purpose of Policy

The purpose of this policy is to ensure that when an accident occurs in Pendoylan Childcare appropriate action is taken and accurate information is recorded and communicated.

An accident is classed as an occurrence which has resulted in an injury to one or more persons.

Who is Responsible?

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of first aid and that there is at least one member of staff on duty at all times who has a valid first aid certificate.

It is the responsibility of the member of staff who has administered the first aid to write the accident report and ensure that it is signed by the parent or carer of the child or children involved.

First Aid

- Pendoylan childcare has a first aid box, which complies with health and safety (first aid) regulations.
- It is accessible to staff, but out of the reach of children.
- A first aid kit will also be available for use during outings.
- Staff are trained in first aid in accordance with the National Minimum Standards for Regulated Child Care and other relevant regulations. First aid qualifications are renewed every 3 years.
- It is the responsibility of the nominated qualified first aider within Pendoylan childcare on the day, to maintain the contents of the first aid box for use. This includes checking that items are not out of date, packaging of sterile items is intact and replacing any items that are used or found to be unusable.
- All incidents are documented in the accident book, which is located next to the first aid box.

How the Policy is Implemented

When creating the staff rota, the manager must ensure that at least 1 member of staff on duty has a valid first aid certificate.

A sign must be displayed on the notice board or information board which states who the first aider on duty is and where the first aid box is situated.

The manager will check the first aid box each month to ensure that the box is fully stocked, if there are any items that need to be ordered this should be done as soon as possible.

The manager is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate.

When an accident occurs it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

Minor Injuries

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record, this record will be signed by the first aider and by the parent or carer of the child.

Serious Accidents and Injuries

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the accident and what hospital the child has been taken to.

RIDDOR 1995 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Pendoylan Childcare must report deaths, major injuries, injuries that result in an absence of more than three days, diseases and dangerous occurrences to the enforcing authority in writing using a specific form. In the case of deaths, major injuries and dangerous occurrences, the report should be made by phone as well.

Recording Accidents

All accidents and injuries, however minor must be recorded in the accident book. The accident record should include the following:

- Name of the child
- Date and time of accident
- How the accident occurred
- The extent of the injury
- What treatment if any was given
- Regular monitoring

For accident of a more serious nature the L.E.A. must be informed promptly. There is also a legal duty to notify the Health and Safety Executive, by telephoning the local office regarding any accident causing 'major injury' or resulting in death. 'Major injury includes amputation, serious burns, acute illness, fractures (except of hand and toe bones) loss of sight or consciousness or a stay of over 24 hours in hospital.

Signed Responsible Individual :

P. M. Vaughan

Date: 19/11/17

Next Review: Autumn 2019