

## ACCIDENT AND INJURY POLICY

The purpose of this policy is to ensure that when an accident occurs at Ramas Day care 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.

### Responsibilities?

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.

All members of staff have a responsibility to ensure that the manager is informed when items from the first aid box are used. A system of recording is in place to ensure that the first aid box is restocked on a regular basis.

### How the Policy is Implemented?

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 term 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.

Ofsted and RIDDOR will be contacted and notified for all serious accidents, injuries or near-misses in adherence to our legal responsibility.

## Recording Accidents

All accidents and injuries, however minor must be recorded and placed in the accident and incident folder. Parents and/ or guardians have access to their child's records and those alone. 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