

Accident and Injury Policy

Across the setting staff hold **full and relevant paediatric first aid certificates** which will be renewed every three years.

Accident Records

A folder recording all accidents is kept behind the desk in the reception area. The records allow us to record the time, date and nature of any incident along with any action taken at the time or after. The record also gives details of the staff member who dealt with the accident and any witnesses. Upon collection of your child a member of staff will explain the accident to you and ask you to sign the record to as proof of you being notified.

First Aid

The Hen-House will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept in their packages until needed. Cuts or grazes are the most common injury within our environment and will be cleaned with water or anti-bacterial wipe. The injury will then be covered with a plaster or an appropriate dressing if needed. Parents are informed of all moderate head injuries (not including any minor grazes) by telephone immediately.

Emergency medical advice or treatment

In the event of a child requiring emergency medical advice or treatment we will contact a parent or carer by using the information given on the registration form. It is important that we are informed with any changes to keep them up to date for this reason. Ofsted will be notified of any serious accidents, injury, illness or death of any child whilst in our care.

Incident Records

All incidents are recorded in detail including; the trigger of the incident, its nature and how the situation was handled. Upon collection of your child a member of staff will explain the incident to you and ask you to sign the record to as proof of you being notified. An incident form is completed for the child that causes the incident this could be; biting, pushing, scratching or any significant incident that affects a child. When an incident form is completed this is written in the 'action taken' box on the accident and incident record sheet.

