



Accidents, Incidences and Emergencies

Our priority is to maintain safety and security for all children and staff. Our premises meet the statutory requirements of the EYFS – Suitable Premises and we review, update and practice safety routines. Risk assessments, health and safety policies and near miss logs are reviewed regularly, and staff are trained in dynamic risk assessments.

All staff are qualified Paediatric first aiders as a requirement of our registration and have permissions completed by all parents of children within the setting to get emergency treatment if necessary. Adult first aid will be provided by an appointed First Aid at Work trained manager and recorded in the setting accident book.

In the event of emergency – the nominated first aider will assess and deal with the initial incident and make all persons involved comfortable to:

- a. Preserve life**
- b. Promote recovery**
- c. Limit the effects of any injury**

If deemed necessary, we will call 999 for further medical assistance. We will contact parents/carers of children concerned if an ambulance is required.

We will complete incident/accident report forms and seek parental signage on all forms via the Ouchy App where forms are completed electronically and send to Bright Eyes locked PC to be reviewed by managers. Ouchy App Accident/Incident forms will include;

- Child's Name
- Child's DOB
- Date and time of accident/incident
- Details of accident/incident
- First aid treatment provided
- Staff name and signature
- Witness name and signature (if applicable)
- Parent/Carer name and signature

Should for any reason an accident form not be provided to you on collection of your child you will be informed via phone call from the Nursery Manager. You will be asked to sign and view



the accident form the next time your child attends or accident forms can be emailed to you on request same day.

If a child suffers a head injury or an injury the nursery manager deems to be serious but not requiring emergency services, we will call the parent to inform them before collection. Accidents or injuries caused by other children e.g. biting will be recorded using an accident form for the child bitten and an incident form for the child biting to ensure any unwanted behaviours are logged and monitored to prevent reoccurrence. Please see our Behaviour Policy for more information or speak to the setting SENCO.

If hospitalisation is required, we will notify Ofsted within 14 days of the incident. Furthermore, we follow Ofsted guidance on what incidents, accidents and occurrences should be reported to them.

In the event of concerns or complaints around the Accident, Incidences & Emergencies Policy, speak to the Nursery Manager or follow the setting complaints procedure.

Date of Policy: March 2019

Signed By: Nursery Manager