



## **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.

We aim to have all staff qualified as 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.

When a parent registers their child with Bright Eyes Childcare, part of the registration procedure involves the parent signing to say that they agree to us administering first aid.

When an accident/incident occurs we complete incident/accident report forms via Family and send a notification of the incident to the parent then the parent will accept receipt of the notification via Family too. If there is a serious accident a parent will be notified by telephone. The manager reviews all accidents monthly and ensures that the Family notifications are accepted. On all forms via the Family App where forms are completed electronically they are sent to Bright Eyes locked PC to be reviewed by managers. Family 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

If there is down time on the internet, an accident form will be provided to you on collection of your child and you will be asked to sign this. If there is an urgent accident/incident, the parent will be informed via phone call from the Nursery Manager.

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 behaviour is 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: September 2019

Signed By: Nursery Manager  
Reviewed 13/1/20 M Larson