

**Accident - Incident Policy**

We ensure that we have a fully stocked First Aid Kit, which complies with Health and Safety (First Aid) regulations 1981 accessible at all times. We ensure that all our 4 rooms and garden area are supplied with these Kits. This is stored out of reach of the children. Staff members are required to undertake a First Aid qualification to include First Aid training for infants and young children.

The safety of your child is paramount, and we will take every measure we can to protect your child from hurting him/herself. However, sometimes accidents do happen, and we have written the following procedures on how we will deal with such a situation:

* We will comfort a child and reassure them
* We will assess the extent of their injuries and if necessary, call for medical support/ambulance.
* We will carry out any First Aid procedures that are necessary and that we have been trained to do.
* Once the child is more settled, we will contact you as soon as possible to inform you of the accident and if necessary, to ask you to return to care for your child/take them to the local GP or hospital A & E department.

After every accident, however minor we will:

* Complete an accident report.
* Ask you to sign the report at the end of the session.

If the incident requires any medical treatment, then we will:

* Inform Ofsted (under standard 14.3 Children Act Regulation, inform Ofsted about any significant events)
* Inform our insurance Company

It is important that you keep us informed regarding your child’s condition following an accident and if you have sought medical advice.

October 2018

Reviewed September 2019

Signed: G.Owers