

**ACCIDENT/EMERGENCY POLICY AND PROCEDURES**

The aim of this policy is to outline procedures to deal with any accident or illness related to the nursery in a calm, professional and methodical manner. This policy supports our safeguarding and child protection policies and our health and safety measures for everyone at the nursery – staff, children, visitors, and volunteers/management.

Stepping Stones will ensure to always have access to a landline telephone or a mobile phone which is always fully charged. Up to date lists of the following telephone numbers are always readily to hand; Parents of the children and emergency contact numbers, the children’s doctor’s surgery and nearest hospital with accident and emergency department.

All staff are required to be trained in Paediatric first aid with this renewed every 3 years. The First Aid kit will be clearly displayed and its contents checked every month to ensure they are up-to-date and in good conditions. A travel first aid kit will be taken when out with the nursery.

We follow the guidelines for the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations** (RIDDOR), and the **Records that all registered care services must keep and guidance on notification reporting** (Care Inspectorate).

**In the event of a major accident, incident or illness**

As part of the child’s induction, the Nursery requests that parents/carers sign to give their permission for staff to administer medication in the event of a major accident, incident or illness occurring at the nursery.

In the event of such an event, the following procedures will apply:

* Staff will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
* If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital, having ensured the safety of remaining staff ratios at the setting.
* They will consent to medical treatment being given, so long as the consent has been completed and signed by the parent/carer.
* If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.
* Near Misses (Incidents where a major accident/emergency could have happened) will be recorded in the Near Miss book and action taken to reduce/remove the risk.

**In the Event of a Minor Accident, Incident or Illness**

* If the child does not need hospital treatment and is judged to be able to safelyremain at the Nursery, the child will be taken away from the source of theaccident and dealt with by a member of staff
* If and when the child is feeling sufficiently better, they will be resettled backinto the activities, but will be kept under close supervision for the remainder ofthe session.
* At the end of the session, the member of staff who dealt with the problem willfully inform the parent/carer of the incident or accident and any treatmentgiven via the accident report form and ask that the parent/ carer sign the form.
* If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate or insufficient, but does not warrant hospitalisation, theparent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible
* The accident book will be reviewed termly to check for any patterns of injuries

**Head injuries**

In the event of accidents involving a bang to the head:

* If the child has experienced any period of loss of consciousness, has gone pale, quiet or drowsy then the parent/ carer will be called immediately and advised to seek further medical assistance.
* If the child seems well the parent will be informed and given a head injuries leaflet concerning possible signs of danger to look out for following the accident, once at home (<https://www.nhs.uk/conditions/minor-head-injury/>)

**In the event of any injury**:

* Parents/carers will be made fully aware of the details of any incidents involving their child’s health and safety, and any actions taken by the Nursery and its staff.
* All such accidents or incidents will be recorded in detail and logged in the accident book. Parents/carers will be given a copy of the record and another copy will be kept in the child’s PLP
* The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Nursery’s policies or procedures, and act accordingly, making suitable adjustments where necessary.

**Death of a child, member of staff, volunteer, or parent**

In the event of a death at the nursery the manager will ensure that the following steps are taken:

* The police are immediately informed
* The parent is informed
* The other children at the nursery are appropriately looked after and kept calm
* Parents will be called to collect children before normal closing time, and additional staff will be called in to help look after the children if necessary
* The date, time, cause of death and name of the certifying doctor are recorded
* The Care Inspectorate is notified as soon as possible

As a staff team we are committed to reviewing and updating our policies annually.

This policy was last reviewed on: 13/10/2022

Signed: Mo King (Manager)

**Links to National Policy**

Records that all registered care services (except childminding) must keep and guidance on notification reporting (Care Inspectorate, 2012)

<https://hub.careinspectorate.com/media/4030/records_that_all_registered_care_services_except_childminding_must_keep_and_guidance_on_notification_reporting_v7.pdf>

Head Injury and Concussion (NHS)

<https://www.nhs.uk/conditions/minor-head-injury/>

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

<https://www.hse.gov.uk/riddor/>

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| UNCRC Articles | 3, 6, 24 |
| Health and Social Care Standards | 3.14, 3.20, 3.21, 4.11, 4.27 |