

Stower Vale Pre-School

FIRST AID AND REPORTING ACCIDENTS POLICY

At Stower Vale Pre-School, we understand that all children will have small accidents during the course of the day. This will be done by ensuring that all bumps, falls, knocks, scratches and bites are recorded in the 'Accident' book, along with information on the action taken. This information will be shared and signed with the parent/carer when they collect their child. Existing injuries/marks will be reported to staff - recorded in 'Record of Existing Injuries/Marks Book' signed & dated by parent/carer.

Accidents involving bumps to the head will be monitored carefully and appropriate action taken by a member of staff with a first aid qualification.

All staff will receive training in paediatric first aid and qualifications will be updated every 3 years.

First aid kits will be available in the kitchen cupboard and will always be carried when children are taken off the premises on a visit or outing.

All staff/volunteers/visitors of parents must complete an accident report form if they have an accident while on the setting's premises. For more serious accidents as listed below RIDDOR accident form must be completed

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

Serious accidents, illnesses or injuries to children will be reported without delay to Ofsted and the local safeguarding children team.

Agreed by.....

Authorised signatory.....

Date.....Date of review.....