

At Tiny Toes we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

The person responsible for reporting accidents involving children is the member of staff who saw the incident or was first to find the child where there are no witnesses. This accident reporting process is automated on the Eylog accident reporting system.

Accidents reports should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents will be able to access the accident report on Eylog and asked to acknowledge on the system. The report should give specific details about the injury, the exact cause and detail any first aid given. Where the injury is serious or involves a head injury and the risk of concussion, this must be reported to the Senior Management Team immediately.

For minor injuries and accidents, first aid treatment is given by a qualified first aider. In the event of minor injuries or accidents, parents are normally informed verbally when they collect their child, unless the child is unduly upset or staff have any concerns about the injury, in which case they will contact the parent by phone to agree how to manage the concern either at nursery or by parents at home. First aid boxes with the correct in date first aid equipment will always be available in the nursery and on any outings/trips. All staff complete first aid training at least every 3 years.

The Eylog lead will check that all accident reports have been acknowledged by parents. The Health and Safety Lead will carry out a review of accident reports every 3 months to identify patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery having a lot of accidents. Any patterns will be investigated and measures adopted to reduce risks will be shared with staff.

Where medical attention is required, a member of the Senior Management Team will:

- Call for an ambulance and NOT attempt to transport the child in their own vehicle:
- Contact the parent(s) and arrange for them to be met at the hospital.
- Arrange for the most appropriate member of staff to accompany the child.
- Prepare relevant information for the Ambulance such as medication/health records.
- Remain calm at all times

A similar procedure will be followed for accidents involving staff and visitors but these will be logged **on the Nursery's Incident Register App**.

An apparently minor injury may be the subject of litigation after a period of several months or even years have elapsed. It is essential that all accidents are fully documented in accordance with legislative requirements. The report must be accurate and factual, giving all relevant details as this could later be used in a court of law as evidence.

Any accidents of a serious nature will be reported by the Health and Safety Lead to Ofsted and the local authority children's social care team where necessary. Where relevant, such accidents will also be reported to the Health and Safety Executive under RIDDOR. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.