



PRE-SCHOOL

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ACCIDENT/INCIDENT PROCEDURE

At Toddleswood we will do our very best to prevent accidents/incidents but however hard we try unfortunately they may sometimes still occur.

We regularly look at why and how any accidents/incidents may have occurred and take the appropriate action (if any), to stop them from reoccurring, in order to do this we regularly monitor any accident/incident forms and record and check how and where these may be occurring within the setting, helping us to identify any areas of concern that may need addressing in a timely manner.

We ensure that Toddleswood staff are qualified in First Aid and First Aid training is on-going. It is law that at least one First Aider is present during Toddleswood sessions at all times.

In the event of an accident occurring, we will immediately comfort the child and assess the nature of their injuries, if any. If the child has incurred a minor injury, we will take the appropriate first aid measures to ensure that the injury is dealt with swiftly and accordingly. However, if the injury is of a more serious nature, we will first make sure members of staff and children remain calm, remove any other children from the situation and assess the injury to decide the appropriate first aid treatment required. Our first aiders will take lead and deliver the appropriate treatment according to their first aid training. Injuries that require first aid treatment will be given immediately by a qualified First Aider and witnessed by another member of staff. At all times the child will be comforted and reassured.

Once first aid treatment has been given, the child will be assessed to decide if any further treatment/action is required.

If no further treatment is required or as soon as possible an 'Onsite' Accident/Incident form or a Minor Injury Form will be filled in depending on the nature of the injury. The parent/carer will be notified of the accident via our ClassDojo app. The person collecting the child will be informed of the accident/incident when they collect the child and asked to sign the form, these will then be given into the office for the session manager to sign also. Please Note it is the responsibility of the person collecting the child to pass on the information regarding the accident/incident to the parent/carer if they are not present.

If the injuries were of a more serious nature and required medical attention outside of Toddleswood setting, we would call the child's parents/carer immediately. If the parents/carers were not available, we would call the named emergency contacts, in the written order on the child's 'Emergency Contacts Form'. When the parent/carer or emergency contact arrives, they will be informed of the situation and told that the child requires further medical attention. They will also be required to sign the 'Onsite Accident/Incident Form'.

If the child needs urgent medical attention, we will dial 999 for an ambulance and then contact the parents/carers immediately after.

If we are unable to contact a parent/carer, we will contact the other emergency contacts in the order given to us on the 'Emergency Contacts Form'. The child should be accompanied to hospital by a parent/carer or named emergency contact. If the parent/carer needs support, a member of staff may be able to accompany them to the hospital.

If the parent/carer or emergency contact has not arrived, a member of staff would accompany the child in the ambulance to the hospital and await the arrival of the parent/carer or emergency contact. Please Note that health professionals are responsible for any decisions on medical treatment in the parent/carer's absence. Toddleswood staff are only there to comfort the child until the parent/carer arrives.

Details as to where the child was being taken would be left with staff at Toddleswood.

In all cases details of any accident/incidents onsite will be recorded on either an Accident/Incident Form or a Minor Injury Form and reported to the Session Manager for them to sign. However, at times accidents/incidents may not always be witnessed by a staff member, in the unlikely event that this does happen accidents/incidents reported by others including the children will be recorded appropriately.

In the case that an injury is noticed on a child that happened offsite (not during a Toddleswood session) Parents/carers will be asked details of how and when the accident happened. All details given are recorded on an offsite accident/incident form and then monitored, reviewed and any appropriate action, if any, taken.