

Recording of accidents, incidents and existing injury policy

Little Paws nursery understands that although every precaution can be taken children may still have accidents and bumps and bruises within the nursery and at home. Any accident which occurs within the nursery will be recorded immediately after any first aid treatment has been administered. This recording will include the child's name, date, time and area of the accident or incident. We will record the nature of the accident with any visible marks left and what first aid was given. 2 members of staff will sign this before the child's parent reads and signs on collection or before the end of the session if staff thinks this is necessary. In the case of a bumped head a child will be given a 'bumped head' wristband which will stay on them until their parent / carer collects them to ensure all members of staff and volunteers are aware.

A phone call will be made to any child's parent who has bumped their head within the nursery as a courtesy call and for the parent to have the choice to collect their child early if they are distressed, in this case the child will be comforted by a member of staff until their parent / carer arrives.

If a child has hurt themselves and we suspect they need to be seen by a dr the child's parent will be called immediately, and an ambulance if needed. A member of staff will accompany the child in the ambulance if parents have given permission and will wait for the child's parent / carer to arrive at the hospital and pass all known information on. In the event of a broken bone witness statements will be taken from all members of staff working that day as to what they saw and did, the risk / benefit assessment will be reviewed and updated if needed. The manager or owner will phone the parent the same evening or the next morning as a courtesy call and to inform the parent what action has taken place. Ofsted and Ridor will be informed and all advice acted upon. A full investigation will take place within one week of the accident.

If an incident has occurred between 2 or more children i.e. biting, deliberate hurting of another child then an incident form will be completed for the child who was hurt as well as the child who hurt someone, the names of each of the children will not be discussed with the other parents as per our confidentiality policy. The same information as per our accident forms will be recorded.

If a child comes in to nursery with a bruise or bump their parent / carer will be asked to complete an existing injury form stating the date and reason why the bump or bruise happened and whether the child has seen a doctor and first aid was administered, a member of staff will then sign this too. If during the session a child's bump or bruise is seen that the

parent / carer has not made a member of staff aware of we will complete an existing injury form and ask the parent to complete on collection.

It is our responsibility to report any suspicious or irregular bruising to the local children's safeguarding board if we feel this to be necessary.

Signedmanager/ owner

Date September 2016

Review date September 2017