

# Accident Policy

Qualified First Aiders will deal with all minor accidents appropriately. If a child appears to need medical advice or attention we shall obtain it immediately, if necessary by taking the child to hospital, while seeking to contact the parents or emergency contact urgently. When a child needs to be taken to hospital in an emergency, an ambulance will be called and a member of staff will accompany the child.

Accident and incident forms are kept for each age group. The person who collects the child will be asked to sign the form to say they have read about the accident or incident. If it is not the parent or primary carer of the child the accident form will need to be photocopied and a copy sent home with whoever collects the child. If a parent or guardian is concerned about the accident or incident, they should bring it to the attention of the child's key worker, deputy manager or manager so it can be investigated.

If a child comes into nursery with any injury these will need to be recorded on the child's accident form, the parent will need to sign this form and give an explanation of the injury in the relevant boxes.

All accident forms are confidential and will not be disclosed to anyone without prior consent from the parents, unless the child's safety is at risk.

It is the responsibility of staff, students and volunteers to report any accidents they have whilst at nursery, they then complete a staff accident form and hand it to the office where it will be signed and filed away.

**Other related documents:**    **Accident Form**  
   **Incident Form**  
   **Hospital Consent Form**  
   **Staff Accident Form**

**All policy documents are subject to regular review**  
**This policy was reviewed: October 2012**