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| EYFS: 3.25, 3.50, 3.51 |

Accidents and First Aid

At **Hydra Tots Private Day Nursery,** we always aim to protect children. 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.

Accidents

Location of accident files: **Main office**

* The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the nursery manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after
* The nursery manager reviews the accident forms at least monthly for patterns, e.g. one child having a repeated number of accidents, an area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place
* The nursery manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
* The Accident File will be kept for at least 21 years and three months
* Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
* Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
* The nursery manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children’s social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.  Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

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| Organisation | 0114 2450558 |
| Ofsted | 0300 123 1231 |
| Local authority children’s social care team | 0114 2039591 |
| Local authority environmental health department | 0370 8506506 |
| Health and Safety Executive | 0300 0031747 |
| RIDDOR report form | <http://www.hse.gov.uk/riddor/report.htm> |

At **Hydra Tots Private Day Nursery,** we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *04/01/2021* | *N Jackson-Boot* | *04/01/2022* |