



Hambledon Youth Hut

West Street

Hambledon

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www.hambledonpreschool.co.uk

Accident, Injury, Incident Pre existing Policy

The purpose of this policy is to ensure when accidents occur at Hambledon Preschool, appropriate actions are taken, and accurate information is recorded and communicated. An accident is classed as an occurrence that has resulted in injury.

Who is responsible?

It is every staff members duty to ensure accidents, incidents and injuries are dealt with in a timely and effective manner. The Manager is to ensure all staff have knowledge of first aid and at least 50% of staff on site have a valid, in date First Aid Training.

It is the responsibility of the staff member that performed first aid to complete an Accident or Incident form on Blossom, with a witness and parent/carer signature.

All staff have responsibility to ensure that the Manager is aware of the accident or Incident that has occurred as well as any items used in the First Aid Box.

The Manager and Deputy are responsible for replacing items in the First Aid Box as well as ensuring all items are in date and a restock procedure is in place.

Accident, Injury or Incident

When accident or injury occurs within the premises or on external outings, all staff will ensure to take the appropriate steps to deal with the accident/ injury/ incident whilst maintaining the safety of ALL children as priority.

An Accident or Injury may include:

- Tripping over
- Falling Over
- Bumping into someone

An Incident may include:

- Inflicting deliberate harm on another staff member or child
- Bullying
- Deliberate damage to Property

Procedure

All Accident or Incidents are to be recorded on Blossom. Member of staff who delivers first aid should complete the form, with a witness and senior in charge signature. Parents to sign on collection.

If injury is on **Neck or above** a phone call to carer will be made, failure to phonecall an email will be sent, describing the accident, how it happened, and weather first aid action was taken.

If injury is severe, and child is in distress after accident we may ask for the child to be collected, especially after a head injury if it is not an emergency.

Emergency Accidents or Incidents

In the event of a serious injury, where possible a staff member will accompany the child to hospital in an ambulance.

An ambulance will be phoned first, and then the parent, where possible a second staff member will contact the parent at the same time.

The person in charge will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives.

Should the person/child be taken to hospital, one member of staff – in most events the key person if not anyone from Management team.

It may not be possible for member of staff to accompany a child/staff to hospital.

This can be due to health and safety and/or ratio requirement (staff to children), which always must be met. We will always call parents/carers and emergency contact for them to come to the setting before medical team departure.

Ofsted will be notified of any serious injury as soon as is reasonable but in any event within 14 days of the injury occurring. Health and Safety Executive in compliance with RIDDOR and local child protection authority will also be informed of any serious injury or death of a child and any advice will be acted upon.

Pre-existing Injuries

Upon arrival, parents must ensure they notify a staff member of any injury(s) that have occurred outside of preschool.

When notified, a staff member will ask the parent to complete a 'pre-existing' injury form with details of the injury, how it happened, when it happened, and signed by the parent/carers, as well as 2 staff members.

If injury is not reported by parent/carer at the time of arrival but later noticed by staff in session, it is still recorded as an existing injury and it is indicated it was noticed by Member of Staff (name). With information still delivered by the parent/carer and signed.

If there is, an injury and Nursery staff are confident it has not happened at the time child was in their care and parent seems to be not co-operative and/or there are any concern that the injury doesn't reflect, the explanation the Professional helpline will be consulted:

Children's Social Care Professional helpline: 01329225379

Hampshire Children's services:03005551384

Out of hours : 03005551373

Pre- existing injury forms will be reviewed monthly in process of the Manager or Deputy.