

# Accident procedure



## Safeguarding and Welfare requirements

### Staff qualifications, training, support and skills – 3.20, 3.25

#### Accident or injury – 3.50, 3.51

- It is essential for the member of staff who witnesses the accident to inform the Keyworker or back-up Keyworker of the child involved as soon as possible after an accident occurs.
- Documentation must be completed at the time by the member of staff who witnessed the accident or provided the first aid or when necessary by both.
- If an accident occurs and is not witnessed, a member of staff in the area in which the accident occurs needs to fill out the accident form/book.
- Not all accidents need a cold compress or a telephone call to parents/carers.
- Minor accidents can be dealt with by placing the affected part under running water, or applying a cold, wet compress.
- Major accidents, as determined by Ofsted's "Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies" document, must be recorded and documented as stipulated. Ofsted must be informed within 14 days.
- An accident / incident report form to be completed and returned to Mark Fitzmaurice, Health and Safety Officer within College.
- Staff must wear protective gloves when dealing with open wounds. Any blood spillages in the environment must be secured from access by other children and cleaned thoroughly as soon as possible using appropriate disinfecting solutions.
- Any protective clothing or used first aid resources must be disposed of in a yellow waste bag.
- Any soiled clothing must be kept in a yellow waste bag and returned to the parent / carer when the child is collected.
- The Educator, Deputy or Manager on site must read and sign the accident form, asking for additional information or clarification if needed. The child's first name will then be put on the accident sign in Reception and a message will be written next to the child's name on the register, indicating that there is a new accident form to be signed.
- Accident forms must be filled out clearly and accurately, and signed by the child's parents on the day of the accident.
- A copy of the form is given to the parent/care, or whoever collects the child, so that a responsible adult is aware of the accident and the information can be passed to the parent/carer.

- Completed and signed Accident forms, to be delivered to the office in order for copies to be distributed e.g., white copy – child’s notes, yellow copy – SQS, pink copy - parent/carer.
- Red accident record books to be given to Centre Manager for auditing.
- Head bumps – pink head bump slips need to be included with the accident form.
- Phone call – keyworkers or seniors need to assess and decide whether a call needs to be made to parents/carers informing them of the accident and asking parents to collect their child.
- Keyworker to inform other members of staff if a child has had a head bump in order for the child to be carefully monitored.
- No child to be allowed to sleep for an hour following a head bump.
- **If parents fail to collect an accident form, they will be called to inform them. This is especially important when a head bump has been involved.**
- **Notify Ofsted of any serious accident, illness or injury to, or death, of any child in the care of the Centre, within 14 days of the incident**

Policy updated January 2016