

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.
- If a child has a large bump or sign of injury a telephone call to parents/carers needs to be made to inform them, even if they do not need collecting; first aid should be appropriate for this injury.
- 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 states 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. A RIDDOR form must be completed and returned to Mark Fitzmaurice – Health and Safety Officer within the College.
- For major accident / incidents a report form is to be completed and returned to Mark Fitzmaurice, Health and Safety Officer within the College.
- Staff must wear protective gloves when dealing with open wounds or other bodily fluids. 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/carer, 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 – Mark Fitzmaurice, pink copy - parent/carer.
- Yellow form to be audited monthly by the Centre Manager before sending to Mark Fitzmaurice.
- Head bumps – Advisory information is included on back of pink copy.
- Phone call – Educators, Deputies or Centre Manager 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 30 minutes 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 happening.**

** During the COVID-19 Pandemic Accident Forms are sent electronically via ParentZone which the parents can then gain access to via the internet or app.

PPE remains the same as per government guidance – masks/visors can be worn if close contact is necessary.

Reviewed Date: Sept 2020

Review Date: Dec 2020

Authorised by: