



Regent House Preschool

Accident Policy

For the purpose of this policy, the following definitions will apply:

An **Accident** is an unplanned, uncontrolled event in which an individual has been harmed in some way.

An **Injury** is the harm a person suffers as a result of an accident.

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By carrying out risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff, and to some extent the children, are aware of hazards e.g. putting toys away tidily, mopping up spills.
- Staff and children are encouraged to care about their environment and peers / colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.
- We have a Designated First Aider - Mrs. T. Thompson (Preschool Deputy Manager) and a Healthy & Safety Officer - Miss C. Auld (Preschool Manager).

By providing a safe and secure environment for the children in our care and following the Health and Safety policies and procedures, we hope to avoid the potential for any accidents occurring.

If, however an accident or injury does occur, the event will be handled in the following manner:

- The individual who has had the accident will be treated by a member of staff who is Paediatric First Aid trained.
- The area around the individual will be made safe, if necessary, by another member of staff i.e. potential hazards removed.
- If appropriate the other children will be removed from the scene to a secure place.
- The individual will be given reassurance and any First Aid deemed necessary.
- In serious cases an ambulance will be called and a staff member will accompany the injured person to hospital bringing the Medical Information Sheet with them (see Medical Emergency Policy).
- All accidents, no matter how trivial or minor, will be reported to Parents/Carers and recorded in the Accident/Incident Book.

How to record an Accident:

- Each accident will be recorded on a separate page to assure confidentiality
- Name of person, date, location and time to be recorded
- Nature of accident
- Action taken and outcome
- Record to be signed by the Manager/Deputy Manager, witness and Parent/Carer
- Copy of the report to be offered to Parent/Carer
- Follow up comments to be recorded and dated (if necessary)

Preschool staff will review the accident/incident folder at termly staff meetings. Action will be taken on review of areas where there is seen to be potential or ongoing problems.

Written permission is sought from Parents/Carers who have legal responsibility in order to seek medical advice and/or treatment in case of emergency.

Staff will be required to keep up to date with Paediatric First Aid training and attend training as requested by the Preschool.

There is always at least one First Aider on site at all times. We aim to have all permanent Preschool staff trained in First Aid.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident occurring again.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:

14/05/23 - 21/08/23

Approved by BOG:

21/09/23