

ACCIDENT PROCEDURE

At Wisdom Kids nursery we provide a safe and adequately supervised environment for your child. However accidents do happen.

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all children.

Minor accidents

- If the child has a minor accident while at nursery, the injury will be assessed by a qualified First aider and if necessary a senior member of staff.
- It will be treated by using a cold compress, T.L.C.
- It will be then recorded in the "Accident Book". The "Accident Book" is a record of all accidents that occur in the Nursery, and is completed as soon as the accident occurs. If your child has an accident the details will be recorded in the accident book for parents to read and sign when they collect their child.
- The child will be resettled and monitored.
- The accident will be recorded in the appropriate file which the parent/carer will be asked to sign.
- It is not nursery policy to disclose names of children/adults involved in accidents/incidents to any other parent/carer.

Accident or Serious Illness

- The First Aider will assess the severity of the situation and comfort the child.
- If required the Supervisor, or nominated First aider will ring for further Medical Aid.
- The other adults in the session will ensure the children are kept away from the area of the accident/illness and reassure if necessary.
- The supervisor or nominated adult will contact the parent as soon as possible and arrange to meet them at Nursery or Hospital. If an ambulance has been called and the parent cannot be with the child a senior member of staff will accompany the child.
- The circumstances of the accident/illness will be recorded in The Accident and Incident Book as soon as possible after the child has been cared for.
- Any equipment responsible or damaged during the accident will be closely inspected.
- The above procedures will be followed for accidents involving adults as well as children.

Signed on behalf WKN Nursery _____proprietor/manager

December 2008
Next review date: January 2010

