

## **Accidents & Incidents**

**Accidents** If your child has an accident this will be dealt with by either the child's key worker or First Aider on site. Parent / carers will be informed of this on collection of their child and requested to sign the accident form. The accident form is also signed by the member of staff who witnessed the accident. If a more serious accident occurs, parents / carers will be contacted if staff feels it necessary to seek medical advice. In the case of an emergency an ambulance will be called and then the parent / carer will be contacted immediately.

**Incidents** If a child is involved in an incident with another child this will be dealt with by either the children's key workers or First Aider on site. Parent / carers will be informed of this on collection of their child and requested to sign the incident form. The incident form is also signed by the member of staff who witnessed the incident. If a more serious incident occurs, parents / carers will be contacted if staff feels it necessary to seek medical advice. In the case of an emergency an ambulance will be called and then the parent / carer will be contacted immediately. If more than one child is involved in any incident in the school, no children are to be named and must be referred to as CHILD A, CHILD B etc.

**Existing Injuries** Any existing injuries that a child may have when they come into nursery must be noted on an existing injury form and signed by parent / carer. (See Safeguarding)

At least one member of Level 3 staff who is First Aid trained is on the premises at all times. A fully stocked First Aid Kit is located in the office.

Ofsted must be notified of any **serious** accident, illness or injury to or the death of any child whilst in our care.

**This policy was revised & updated on the 15<sup>th</sup> August 2022  
Eversley Nursery School**