



Home-grown in Malvern

Accident/Incident Policy

The safety of your child is paramount and all members of staff will take every measure possible to protect your child from hurting him/herself. However, sometimes accidents do happen and we have written the following procedure on how we will deal with such a situation:

- We will comfort the child and reassure them
- We will assess the extent of their injuries and if necessary call for medical support/ambulance
- We will carry out any first aid procedures that are necessary and that we have been trained to do
- Once the child is more settled we will contact you as soon as possible to inform you of the accident and if necessary to ask you to return to care for your child/ meet a member of staff at the hospital

After every accident we will:

- complete a report in our accident book/ or complete a head bump form if the incident is related to a bump on the head.
- ask you to sign the report

If the incident requires any medical treatment then we will:

- Inform Ofsted (under Standard 14.3 Children Act regulation, inform Ofsted about any significant events)
- Inform our Insurance Company
- Contact PACEY/ Worcestershire Early Years for additional advice/support

It is important that you keep us informed regarding your child's condition following an accident and if you have sought medical advice.

Signed:

Date Reviewed: