



# East Prescott Road Nursery School

## Accident Policy

At East Prescott Road Nursery School, we are committed to providing a safe and secure environment for all children, staff, and visitors. We recognize that accidents and incidents may occur. This policy will ensure that appropriate actions are taken promptly and effectively. This policy is in line with the Early Years Foundation Stage Framework (EYFS).

### The objective of this policy:

- Create a nurturing and safe environment for children, staff, and visitors
- Minimize the risk of accidents and incidents
- Respond quickly, effectively, and appropriately to accidents and incidents
- Keep parents/carers informed about accidents and incidents involving their child
- Continuously review and improve our procedures to maintain the highest standards of safety.

### Roles and Responsibilities:

#### The Senior Leadership Team

- Ensure that suitable and sufficient arrangements are in place for the implementation of this policy
- Provide adequate resources for maintaining a safe environment.
- Ensure that staff receive regular training as necessary
- To report any serious accidents or incidents to the appropriate authorities as required.

### Staff:

- Be familiar with and follow all procedures outlined in this policy.
- Supervise children actively and prioritize their safety.
- Report all accidents and incidents on an accident form / incident form
- Maintain accident and reporting records
- Communicate with parents/carers regarding accidents and incidents involving their child.

### First Aid:

- First aid boxes will be easily accessible throughout school
- All Staff members are trained in pediatric first aid and will be present during nursery operating hours.
- Any first aid administered will be recorded in the Accident Report Book

### Procedures:

1. All accidents must be recorded in the accident record book.
  2. All recording of accidents must be done immediately after the child has had an accident or injury.
  3. A member of the Senior Leadership Team must be informed of serious accidents. They will view the child's injury and sign the accident report.
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4. Parent/carer is to sign the accident book. One copy of the accident record sheet is kept by the setting and the other copy goes home with the child.
  5. In the event of a child requiring hospital treatment, a member of the Senior Leadership Team must: -
    - Make every effort to contact the child's parent/carer or emergency contact.
    - Take all relevant information in respect of the child to the hospital (medication records, medical condition forms)
    - To minimize distress, staff member will remain with child until parent/carer arrives.
    - Where appropriate, a senior leader will liaise with the hospital social worker team.
    - If the child has a social worker, a member of the Senior Leadership Team will ensure all relevant
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- **Policy approved: October 2023**
  - **Review date: October 2024**
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