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**ACCIDENT POLICY**

**& NURSERY**

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

 We aim to reduce the risk of accidents by:

* Making risk assessments for as many foreseeable risks as possible. By doing 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? I.e. putting toys away tidily etc.
* Staff and children are encouraged to care about their environment and their colleagues.
* Staffs identify and report hazards and risks and encourage children to do the same.

There are rarely any serious accidents in Nursery. However, for all accidents the following procedures must be followed:

* For any minor accident the child will be treated in the first instance by the EYLP or an EYP.
* If there is a serious concern the designated first-aider in the nursery will be contacted. The following persons have completed a First Aid Training Course:

Nicola Don

Elaine Ferguson

Jackie Ferguson

* Parent/carers or Emergency Contact will be informed as soon as possible.
* Medical assistance from Westhill Health Centre or the Emergency Services will be sought if necessary. The accident will be recorded in the accident book provided in the nursery. It will also be logged on the accident proformas held in the main school office.
* In the event of a serious head bump, parents/carers will be informed as soon as possible and head bump letter will be issued.
* Minor injuries will be dealt with immediately by the EYLP or an EYP.
* Minor cuts and bruises will be logged and parents informed when collecting their child at the end of the session.
* A small first-aid kit is available in the nursery and is carried on any outings or trips.
* All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

INCIDENTS

 An incident as something we did not see.

An incident form can also be used to record something, which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss or injury. Some examples are:

* Loss of amenities.
* An argument.
* A temper tantrum out of the norm.
* A stranger trying to gain access to the building.
* An un-witnessed injury.

Accidents/incidents relating to staff or visitors to the setting should be reported to the Head Teacher and recorded using the School forms.