

Accident and Incident Policy

The safety of your child is paramount, and we will take very measure we can to protect children from hurting themselves. These will include carrying pout risk assessments daily and of any places we visit. Unfortunately, sometimes accidents do happen, and the following procedure is in place-

* The situation will be assessed quickly, and we will comfort the injured child and reassure them.
* We will assess their injury and preform first aid, contacting medical help if necessary- parents/carers will be informed as soon as possible in cases where a child is taken to hospital.
* If the child calms quickly and the first aider believes no further action Is required, then the parent/carer will be informed at pick up.
* If we feel it is necessary for further action, we will contact the parents/carers and inform them as soon as possible for them to collect their child (unless we need to call 99).

Please note: for any incident or accident the relevant form will be completed by a member of staff and will need to be signed by the parent/carer as soon as possible. The parent/carer will also have a copy of this form. In all accidents we will revise our risk assessments and adapt our practice if necessary to reduce the risk of the incident happening again.

If the incident, accident or illness is serious and results in further medical treatment or death then we will-

- Contact the relevant services as soon as possible

- Inform Ofsted

- Inform our insurance company

- Inform the local children’s services, local designated officer, and the NCMA and if necessary request additional advice/support.

It is very important that you keep us informed regarding your child’s condition following an incident and if you have taken further medical action.

If you have a query regarding this policy, please contact the manager of Next Steps Day Care.

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