

Severn Beach Preschool
Accidents, injuries and incidents Policy and procedures

Preschool will ensure accidents are as far as possible prevented. (Ref: Health and Safety policies and regular risk assessment).

In the event of a minor accident children will be comforted and the first aider on duty will see to any injury.

This will be documented in the accident and injury folder and parents will be informed at the end of session or depending on the wellbeing of the child or the extent of the injury, parents/carers will be contacted to collect their child.

In the event of a child requiring medical treatment the preschool will telephone 999.

The Preschool will contact the child's carer.

If carer is not present at time, a practitioner will accompany the child to the medical centre or hospital and wait with the child until the carer arrives.

Preschool will notify the necessary authorities such as Ofsted, LA, and Riddor.

In the event of an incident where a child hurts another child and causes an injury, this will be noted in the incident file and both sets of parents/carers will be informed on collection.

In the event that a member of staff has to physically intervene to ensure the safety of a child or other children parents will be informed and asked to sign the incident book on the same day.

Parents/carers are asked to inform preschool at the beginning of session if the child is arriving with any 'pre existing' injuries and how these happened.

These injuries will be noted and kept on file. It is a legal requirement that we do this. If parents/carers forget to tell preschool about such an injury, preschool staff may call them during the session to ascertain the required details.