

BEE ACTIVE

Accident and injury Policy

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Purpose

The purpose of this policy is to ensure that when an accident occurs at Bee Active Childcare appropriate action is taken and accurate information is recorded and communicated.

An accident is classed as an accidental occurrence which has resulted in an injury to one or more persons.

Who is Responsible?

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the Director & / Managers to ensure that all members of staff are first aid trained.

It is the responsibility of the member of staff who has administered the first aid to write the accident report and ensure that it is acknowledged by the parent or carer of the child or children involved. All members of staff have a responsibility to ensure that management is informed when items from the first aid box are used. A system of recording is in place to ensure that the first aid box is restocked on a regular basis.

How the Policy is Implemented

Management will check the first aid box each month to ensure that the box is fully stocked, if there are any items that need to be ordered this should be done as soon as possible.

The Manager & /or Deputy Manager is responsible for making sure that all medical information and

emergency contact details on the children's registration documents are up to date and accurate. When an accident occurs it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required, emergency services will be called and management must be informed immediately afterwards.

Minor Injuries

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record, this record will be acknowledged by the manager and by the parent or carer of the child.

If the injury is minor but requires medical assistance the first aider will call the parent / carer and advise them to take the child to their Doctor surgery. The first aider should complete the accident report and have it ready for the parent or carer to acknowledge on arrival.

Serious Accidents and Injuries

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the accident and what hospital the child has been taken to.

Recording Accidents

All accidents and injuries, however minor, must be recorded on an accident form. The parent or carer will be sent a copy. The accident record should include the following:

- Name of the child
- Date and time of accident
- How the accident occurred
- The extent of the injury
- What treatment if any was given
- Regular monitoring

The child's parent or carer must sign the accident record and any incidents which required hospital treatment will be reported to the settings Care Inspectorate Officer within 24 hours.

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