



## Accident and Injury Policy

### **Aim**

The health, wellbeing and safety of your child is paramount and at Highbury Primary School & Nursery we take every measure to protect your child whilst they are at nursery.

### **Purpose**

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

### **Responsibility**

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly.

### **First Aid**

All staff employed at Highbury Primary School & Nursery are qualified in Paediatric First Aid. First Aid boxes are located in every classroom and the office. These are restocked as required and checked termly to ensure there are adequate supplies and that all items are within their expiry dates.

### **Procedure**

Unfortunately, accidents do happen. When an accident occurs:

- The child will be comforted and reassured.
- The extent of the injury will be assessed.
- If the injury is minor, first aid procedures will be carried out. The child will continue to be monitored for the remainder of their session.
- In the case of a serious injury, medical support/ambulance will be summoned and the parents contacted.
- An accident report is completed on Famly. This will include the date, time, location, and nature of accident, details of any first aid administered and the member of staff dealing with the accident. There is also scope to include a body map and a photograph of the injury if needed.
- The parent/carer will be asked to acknowledge the report by pressing the purple 'acknowledgement' button.

### **Head Bumps/Facial Injury**

If your child sustains a head bump or injury to the face whilst at nursery we will contact the parent/carer immediately by telephone to inform them. An Accident Report will be completed by a member of staff and sent to the parent via Family.

### **Accident Reporting**

Accidents are logged and evaluated at the end of each term by the Nursery Manager. Any patterns or trends will be risk assessed and adaptations to the room, garden or routine will be made as appropriate. In some cases, a change may be made immediately.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

### **If your child sustains an injury at home**

Please inform us if you are bringing your child to nursery with an injury that was sustained at home. We fully understand that children receive bumps and grazes during their normal play and that this is quite normal. We do, however, need to be made aware of any bruises, bumps, breaks, and cuts etc. so that an accident report can be completed on Family. This will clearly state that the injury occurred at home and is both for your child's protection and ours.

In order to maintain a healthy environment we ask you to refrain from bringing your child to nursery if they are sick or displaying signs of illness. This is for the protection of your child and also for the protection of the other children attending nursery. In accordance with our Attendance Policy, please inform us if your child is sick by using the "Sick" tab on Family. Alternatively you can telephone the office on 02392 215600.

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