

# Accidents & Incidents Policy

The aim of this policy is to outline the procedures for incidents or accidents in all Tubers Academies. This policy supports our safeguarding and child protection policies, and also supports our health and safety measures for everyone, e.g. children/parents/visitors.

At least one member of staff who has a current first aid certificate will be on site at all times.

In the event of an accident or an incident at Tubers, we will ensure that the necessary steps are taken to deal with the accident while maintaining the safety of the children as our prime priority.

Parents will be informed of the accident and asked to sign the accident form on collection of their child.

## Our first aid kit:

- > Complies with the Health and Safety (First Aid) Regulations 1981,
- > is regularly checked by a designated member of staff and re-stocked as necessary
- > is easily accessible to adults,
- > is kept out of the reach of children

All staff and volunteers are aware of the location of the first aid kits within the setting.

## Record-keeping & review

Accident records will be reviewed annually in order to identify any patterns or trends of recurring injuries and subsequent risk assessments will be carried out by the Management Team.

## Procedure

All accidents on the premises are recorded in the Accident/Incident folder.

The 'Accident Form' contains details of the following:

- > Child's name
- > time and date of accident/incident
- > What happened and where it happened
- > The nature of the injury
- > Treatment given
- > Person who dealt with the accident/incident
- > Parents' signature to show they have been informed

If a child reports an accident that has not been observed by a member of staff then an Accident Form must still be completed and the staff member must detail the nature of the injury and write, 'self-reported by the child'.

If a child has had an accident but no obvious injury is observed, this will still be documented and parents must still be informed as above.

If a child sustains a head injury, the necessary first aid steps will be taken and the parents of the child will be contacted via phone to be informed of the head injury. Parents will then decide whether they would like to come and collect their child and seek further medical advice or whether they will leave them in our care. Parents will be given advice for monitoring the child at home.

Completed Accident Forms are then kept with the child's records in a lockable cabinet to ensure confidentiality, and a second copy per accident is sent home with the child.

## Serious Accidents

In the event that any child, staff member, volunteer, parent or visitor sustains a serious injury requiring medical attention whilst on the Tubers premises, the following procedure applies:

- > The manager will assess the injury and will act decisively and quickly to ensure the safety and well-being of the children and other persons present is maintained.
- > If it is deemed necessary the person in charge will initially call for medical help and the parents will be informed.
- > The person in charge will ensure the safety and well-being of all other children present is maintained by ensuring the necessary staff deployment.
- > If necessary an additional staff member may be called in order to provide support in an emergency situation.
- > The person in charge will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives.
- > Should the person be taken to hospital, where possible a member of staff will accompany that person until such time as the parents or next of kin arrive. This may or may not be the Manager.
- > The Manager will ensure that all details of the injury are recorded (as above) and that any follow up action, such as phone calls to the parents are also detailed.
- > The local child protection authority will also be informed of any serious injury and any advice will be acted upon.

Parents are required to consent to emergency medical treatment prior to their child attending Tubers.

We will endeavour to respect parents'/carer's wishes whilst caring for the child.

*The safety and wellbeing of the child is always our priority.*