

## **Accident and Injury Policy**

At Torphins Playgroup we ensure that when an accident occurs at Playgroup appropriate action is taken and accurate information is recorded and communicated. An accident is classed as an occurrence which has resulted in an injury to one or more persons.

Accidents will be audited and printed off Learning Journals by the manager termly to identify common areas and amend risk assessment appropriately.

Every member of staff will ensure that accidents and injuries are dealt with in a timely manner. The manager must ensure that all members of staff have knowledge of First Aid and that there is always at least one member of staff on duty who has a valid First Aid Certificate.

The member of staff who is administering the First Aid must write the accident report on Learning Journals (a paper copy will be completed if Learning Journals is not available) and ensure that it is published and signed by the parent or carer of the child involved. All members of staff have a responsibility to ensure that the manager is informed in the case of serious or repeated accidents. The manager and lead practitioner must ensure the First Aid Boxes are checked and restocked on a regular basis. If there are any items that need to be ordered this should be done as soon as possible.

Staff must be responsible and apply for their refresher First Aid course before their valid certificate expires. A list and dates will be displayed in the office and checked by the manager.

The manager and lead practitioner are 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. The manager is available if the first aider is unsure.

### **Minor Injuries**

If the injury is minor and does not require medical assistance the First Aider should address the injury and complete an accident form on Learning Journals (paper copy if unavailable), this form will be published for the parent to see and sign online (a paper copy needs to be signed by the First Aider and by the parent or carer of the child and a copy retained at Playgroup).

In the event of any head injury sustained at Playgroup a staff member will telephone a parent to inform them immediately even if no further action is required.

If the injury is minor but requires medical assistance the a member of staff will contact the parent inform them of the accident and ask them to come to Playgroup to take their child to their doctor's surgery. If they are unable to do this then the Manager or lead practitioner to take the child to the nearest Health Centre, the child's details should be taken with them. The parent or carer should be kept



informed of the actions that have been taken throughout. The First Aider should complete the accident form on Learning Journals (or a paper copy if unavailable have it ready for the parent to sign).

### **Serious Accidents and Injuries**

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and the manager or lead practitioner should accompany the child to hospital. The child's Care Plan containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or 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 Learning Journals (paper copy if unavailable). The manager will audit accidents termly and print a copy from Learning Journals. 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

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



## MAJOR ACCIDENT PROCEDURE

If a major accident occurs the procedures are as follows:

At all times gloves and disposable aprons must be worn during emergency procedures.

If the child can be moved, the child should be taken into the office and the Manager notified.

The Manager will then assess the situation and decide whether the child needs immediate hospital care or whether the child can wait for the parent or main carer to come.

If the child needs to go straight to hospital an ambulance will be called.

The parent/carer will then be contacted and arrangements will be made to meet them at the hospital.

If the child can wait for the parent/carer to come, then the parent/carer will be contacted and the child will be made as comfortable as possible. A member of staff will stay with them until the parent/carer arrives at the Playgroup.

A report will be made of how the accident occurred and then will be logged on Learning Journal. A report will also be made up by the Manager.



## **MINOR ACCIDENT PROCEDURE**

If a minor accident happens the procedure is as follows:-

The injury is assessed by the First Aider, if unsure they should seek guidance from the Manager.

If minor the First Aider will treat the injury.

Plastic disposable aprons and gloves must be worn during emergency procedures.

The child will then be resettled back into the Playgroup and observed.

In the event of a head injury parents should be called and informed of the accident.

The accident is then recorded on Learning Journals (a paper copy if unavailable is written out). It is then published for the parent to sign (if paper copy, when the child is collected by the parent /carer, they will then be asked to sign both copies. One copy of the Accident Form will be kept at Playgroup whilst the other is taken home by the parent/carer). The Accident Form contains information on symptoms parents should look out for following a head injury and seek medical advice on.

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