

Chandlers Chatters Preschool Playgroup

Accidents or Injury

The playgroup endeavours to make all experiences and the indoor/outdoor environment safe and free from harm. No matter how well prepared and careful we are, accidents do happen. A health & safety check is made daily to eliminate immediate dangers from resources, furniture and the environment. The children are made aware of the rules and boundaries to ensure that they are kept safe and free from accidents. Visual aids are used to remind the children of any dangers and consequences are discussed.

A first aid box will be on hand to deal with minor injuries and the contents of this box will be reviewed every half term, or sooner if necessary.

In the case of an accident occurring, staff are required to:

- Support and comfort the child and deal with any immediate injury.
- Record the accident in the **Accident Book**, ensuring name, date, time & place of accident are recorded correctly, any first aid given, whether medical advice was sought, and a layout of the accident site recorded (if necessary). This record will be signed by the member of staff dealing with accident and a further signature from a witness or supervisor.
- The accident will be discussed with the parent/carer when the child is collected and the Accident Book signed by the parent/carer.
- In the event of a serious accident we will contact the numbers on the child's Registration Form
- Any serious injury, illness or death must be notified to Ofsted as soon as possible, but no later than 14 days after the incident occurring.
- Child Protection agencies should also be informed of any serious injury, illness or death and act on the advice received from that agency.
- In the case of a child being unresponsive due an injury sustained at the Playgroup, the Manager will call 999 for an ambulance and ring the child's primary carer or any other person nominated on the registration documents in order to report what has happened.

The Accident Book will be reviewed every term, or more frequently if necessary, to see if there is a sequence of accidents that need to be addressed.

Any member of staff that sustains an injury will need to ensure that this is recorded in the **Staff Accident Book**.

The Playgroup will record any existing injuries i.e. injuries that a child has sustained prior to their attendance at Playgroup, in the **Incident Book** and the parent/carer will be required to report the cause of injury and sign the book. If we find that there has been a re-occurring injury to the same child, this will be reported to the Designated Safeguarding Lead who will follow the necessary procedures.