



clare's little bears

ACCIDENT/INCIDENT POLICY

The safety of your child is paramount and we will take every measure we can to protect your child from hurting themselves

If an incident does occur we will take the following steps:

- We will comfort your child and reassure them
- We will assess the extent of their injuries and if necessary call for medical support/ambulance
- We will carry out any first aid procedures that are necessary and that we have been trained to do
- Once your child is more settled we will contact you as soon as possible to inform you of the accident and if necessary to ask you to return to care for your child/meet us at the hospital
- After every accident we will complete a report in our accident or incident book and ask you to sign and date the report. This information is confidential and will be kept on file for 3 years.

If an incident requires any medical treatment then we are required to do the following:

- Inform Ofsted (under Children Act regulation, inform Ofsted about any significant events)
- Inform our Insurance Company
- (we may) contact Pacey for additional advice/support

What we will do if your child needs to go to hospital:

- We will contact you as soon as possible and ask you to return to setting or to meet us at the hospital
- A senior staff member will go with your child in an ambulance, ensuring the ratios for remaining children at the setting are still in accordance with Ofsted requirements
- We will stay with your child until you or another authorised adult can attend hospital

Please keep us informed regarding your child's condition following an accident and if you have sought medical advice.

Existing Injuries

If your child does have an existing injury, we would be grateful if you could inform us of this.

If your child comes to pre-school with any existing injuries, these will be noted in the accident book, no matter how minor. If we notice any marks that have not been pre-advised to us by parents, then we may need to call you to find out more and then make a note of this. These are the rules of Ofsted.