

Accident Policy

The purpose of this policy is to ensure that when an accident occurs within our childcare provision, appropriate action is taken, and accurate information is recorded and communicated. An accident is defined as an incident resulting in injury to one or more individuals.

Responsibilities:

- It is the responsibility of all to promptly address accidents and injuries.
- At least one member present on duty at all times holds a valid paediatric first aid certificate.
- The member administering first aid is responsible for completing the accident report and ensuring it is signed by the child's parent or caregiver.
- A system is in place to restock the first-aid box regularly.

Policy Implementation:

- There will be a monthly check of the first aid box to ensure it is fully stocked. Any necessary items should be ordered within three working days.
- Updated and accurate medical information and emergency contact details on children's registration documents will be maintained.
- When an accident occurs, the first aider will assess whether the injury can be managed on-site or if medical assistance is necessary.

Handling Minor Injuries:

- For minor injuries that do not require medical assistance, the first aider should address the injury, complete an accident record, and have it signed by both the first aider and the child's parent or caregiver.
- If the injury is minor but requires medical attention, the first aider will contact the child's parents to inform them of the need for off-site assistance. Parents will be asked to collect their child.
- In cases where immediate parent pickup is not possible, the first aider will call a taxi and accompany the child to the nearest health center, bringing the child's medical information and registration forms.
- Upon return to the setting, the first aider should complete the accident report and have it ready for the parent's signature.

Handling Serious Accidents and Injuries:

- If the injury is severe and requires hospital treatment, a member should immediately call an ambulance and accompany the child to the hospital, taking the child's registration form containing medical information.
- A member should promptly inform the child's parent or caregiver (or an emergency contact) of the accident and the hospital to which the child has been taken.

Recording Accidents:

All accidents and injuries, regardless of severity, must be recorded in the accident book. These records are held electronically and in-person. When a member completes a form, it is given to the child's caregiver for acknowledgment, signature, and return.

Accident records should include:

- Child's name
- Date and time of the accident
- Description of how the accident occurred
- Extent of the injury
- Details of any treatment provided and the member who administered it
- Ongoing monitoring
- Signature of the member handling the accident
- The child's parent or caregiver must sign the accident record.

Signed:

Date:

Review Date: