



Bumble Bees Day Nursery & pre-School



Accident Procedure

- All members of our staff have a First Aid Certificate. This is to ensure that if an accident occurs there is always someone trained in first aid on duty.
- In the event of an accident, such as a head injury, the Parents/Guardian will be notified immediately and asked to collect their child. If a parent decides to leave their child with us, we will keep them fully informed and monitor the child closely.
- In the event of a serious accident, we will phone for an ambulance and contact the parents/guardians to advise them of the situation. If the child requires hospital treatment a staff member (usually management) will accompany and remain with the child until the parent/guardian arrives.
- All accidents will be recorded on an accident form. A note will be made of the date and time of the incident, details of the staff member who responded, name(s) of any witness(s), the nature of the injury and the action taken including first aid administered.
- Every incident will be reported to the Parents/Guardians who will be asked to sign the Accident Report Form when they collect their child from nursery. A Senior staff member will also sign the report.
- In the absence of a Parent/Guardian, the authorised person who collects the child will be asked to read and sign the report on their behalf. Parents/Guardians will be asked to read and sign the report when they next visit the nursery.
- If the incident involves more than one child, e.g. a bite, the Parents/Guardians of all the children involved will be required to read and sign an accident or incident report.

Policy updated February 2024.