

APPLE TREE DAY NURSERY

PROCEDURES FOR STAFF REPORTING AND RECORDING ACCIDENTS WITHIN THE WORKPLACE.

Following any accident within the workplace, the following procedure must be carried out:

1. Assess treatment required
2. Designated First Aider to carry out treatment. It is the Policy of Apple Tree Day Nursery for all staff to be qualified to administer First Aid.
3. An accident form must be completed following the accident and all details given e.g. time, injury (with body map if necessary), place of accident, treatment administered, staff and witness signatures.
4. More serious injuries and those to the head must be reported by the person in charge to the parent/carer immediately and action taken accordingly. Such accidents must also be reported to Environmental Health Department and appropriate forms completed as required.
5. In cases where parents have not been informed on the day when the accident occurred for one reason or another, it is the responsibility of the person in charge to telephone the parent/guardians on the same day to inform them and get them to sign the accident form on their next visit. The person in charge should write down on the accident form that a telephone call was made, date, time and signature.
6. In cases where children are collected by a carer rather than a parent/guardian, the accident should be reported to them and they should be asked to sign the accident form. All accident details must be written in the child's Daily Diary to go home with the child for the parents/guardians to read.
7. Accident forms will be reviewed monthly during Risk Assessment by the Nursery Manager/Deputy to identify any risk areas or problems with equipment.