Accidents and Emergencies

Most children will have occasional falls and minor accidents at some point during their time in nursery. Whilst staff will take all reasonable steps to ensure that hazards to children – both indoors and outdoors – are kept to a minimum, we recognise that children need to explore and test their own developing physical abilities and will therefore occasionally injure themselves. (Risk assessments are completed on new equipment if deemed necessary) When such an accident occurs staff will:

- Comfort the Child and provide any necessary first aid treatment.
- Record details of what happened on an accident form on our online system (eyLog) including any treatment given.
- The Parent/Carer should sign the acknowledgement form when they collect their child and the complete/sign the accident form on eyLog. Parents can access a copy of the accident form on eyLog at any time.
- Bring the accident to the notice of the manager who will consider any changes which need to be made to nursery equipment or routines etc. in order to prevent the same accident happening to another child.
- Management will receive notifications through the nursery email when a parent has signed the accident form.

In the extremely rare event that your child needs hospital treatment we will contact you immediately and arrange for you to meet at the nursery or hospital. Your child will be transported by ambulance and the child's key person or another member of staff will travel with them.

We will notify Ofsted and the local child protection agency as soon as possible and in any case within 14 days, of any serious accident or injury to, or serious illness of any child whilst in our care and act on any advice given.

All staff will have current pediatric first aid training, and it will be updated every 3 years. All newly qualified early years' staff (with full and relevant level 2 or level 3 childcare qualification) have to also hold a current pediatric first aid (PFA) or emergency PFA certificate in order to be included in the required ratios in early years' settings. (Note childcare providers will be allowed a three month 'grace' period to complete PFA training after starting work with a new employer.)

In the case of an injury being made by another child an incident form must be completed. The perpetrator would then be added to the nursery's safeguarding system (CPOMS). For confidentiality reasons no names will be recorded on the forms.

Any accidents to adults will be recorded in the staff accident folder located in the office; this should be completed by the manager or deputy, if a member of staff has to be taken to hospital, the next of kin must be notified. Adequate cover must be maintained to comply with adult: child ratios.

Signed on behalf of the nursery.....Emma Middleton.....Date:… August 2026