**Accident & Incident Policy**

It is our absolute priority to keep children safe while they are in our care. However, occasionally accidents and incidents do occur.

The premises have been checked and they meet the national standards for Pre School settings outlined by Ofsted. We also regularly review, update and practice our safety routines.

The staff will all have valid first-aid certificates. They can administer basic first-aid treatment, and the first-aid box is clearly labelled and easily accessible. Parent contact numbers will be taken with us on any outings.

If there is an accident:

* First & foremost we will reassure the injured child while making sure that the other children in our care are safe. This may mean sitting an older child somewhere safe where they can be seen.
* We will assess the extent of the injuries and if possible we will deal with the injuries carrying out the first aid procedures necessary & for which we are trained. If not, we will ring 999 for help.
* If we have to accompany or take a child to hospital we will contact the child’s parents as soon as possible requesting that they meet us at the hospital.
* If the child does not require hospital attention we will wait until the child is more settled and then will contact the child’s parents to inform them of the accident/incident.

If there is an accident or incident which your child is not involved with, but results in a member of staff leaving the preschool setting to attend doctors/hospital, other members of staff will take over the care of your child and may contact you to collect your child straight away if we go over our allocated number allowance.

If a member of staff have an accident, we will get the nearest responsible adult to help. They may then contact yourselves to collect your child if we go over our allocated number allowance.

We will do our best at all times to make sure the children in our care are safe, reassured and kept calm.

After every accident/incident, however minor, we will complete an accident report form. You will be asked to sign the report and you will also receive a copy.

If the accident/incident requires medical treatment then we will inform Ofsted under standard 14.3 Children Act Regulation re: reporting any significant events. We will also inform our insurance company.

It is very important that you keep us informed regarding your child’s condition following the accident/incident & if you have sought medical advice.