

TIDDLYWINKS

Accidents

Policy

At tiddlywinks it is our aim to prevent accidents by having a safe secure environment and appropriate risk assessments for all staff, children and visitors but in the event an accident occurs we will:

Procedures

- * Any accidents that occur during pre-school hours will be recorded, with details of date and time of occurrence, nature of the injury and any action that was taken and the parent's signature is required.
- * Any injury that a child arrives with will also be recorded and a parent's signature is required.
- * Parents will be contacted immediately in the case of an emergency. Any minor injuries will be reported to parents at the end of the session.
- * Whilst awaiting collection the child will be taken to a suitable quiet area, and where possible kept apart from the other children.
- * We keep a fully equipped first aid box and ensure that there is always someone with an approved current first aid certificate on the premises.
- * We must notify Ofsted of any food poisoning affecting two or more children, this must be done as soon as possible and within 14 days of the incident.
- * In the event of any serious accident / illness caused at tiddlywinks Ofsted will be informed as soon as possible and within 14 days, and following RIDDOR guidelines.

Signed.....Owner/Manager

Date.....

Review.....