



Victoria College Day Care

Accidents Policy
Prevention, Reporting, Recording and
Notification
– referencing Standard 4

June 2023

Policy Date – 09/16/23
Agreed by Governors – 16/06/2023
Review Date – January 2024
Drafted by – E Wilson

Updated June 2023

1. Rationale:

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for managing accidents within the Day Care setting.

2. Definition:

This policy applies to all staff, teachers, leaders and assistants employed by Victoria College Day Care as well as those volunteering in the setting. The policy covers the management of accidents within the Day Care setting.

3. Aims and Objectives:

1. To ensure that precautions are taken to prevent accidents and minimise risk in the setting;
2. To ensure that all accidents within the Day Care setting are managed appropriately and safely;
3. To inform staff and parents of the policy and procedures for managing accidents in the Day Care setting.

4. Procedures:

Victoria College Day Care endeavours to provide a safe and well supervised environment for every child. All staff at Victoria College Day Care undertake First Aid Training and are qualified in Paediatric First Aid. Fully equipped First Aid boxes are placed in visibly marked positions throughout the Day Care setting. Victoria College Day Care have access to a school nurse Ms Fiona Harvey. However, accidents can happen and in such circumstances the procedures outlined below will be followed.

Risk Assessment

The setting has been risk assessed to ensure that proper precautions are taken to minimise risks and prevent accidents. All Day Care staff work in line with this risk assessment which is updated annually.

Minor Accidents

Minor accidents such as bumps and bruises can be treated by using a cold compress. These will be recorded in the Accident Book as soon as the accident occurs. If a child has an accident the details will be recorded for parents to read and sign, on collection of their child. The child's key worker

will keep a close eye on the child for the rest of the day. The children may be taken to our school nurse Ms Fiona Harvey for further treatment.

Serious Accidents

In the case of more serious accidents the staff will ensure that children receive qualified medical attention as quickly as possible and an accident form will be completed. The school nurse Ms Fiona Harvey will be sent for immediately. Parents will be informed immediately and if necessary, an ambulance will be called.

5. Review and Evaluation:

The policy will be reviewed every six months by the Day Care Manager and at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.