

## Accident / Emergency Procedures

NMS Regulation - Standard 5

Accidents can be very distressing for anyone involved so at Mes Bach (Little Acorns) Pre-School we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the pre-school.

### **Accidents**

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident / Incident file/book and report it to the pre-school manager/Leader. This should be done as soon as the accident/incident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident/incident Report and asked to sign it as soon as they collect their child
- Accident forms are checked monthly for patterns e.g. one child having a repeated number of accidents, a particular area in the pre-school or a particular time of the day when most accidents happen. Any patterns will be investigated by the pre-school manager/Leader
- The pre-school manager/leader will report serious accidents to the registered person/Responsible Individual for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or for CIW to be notified)
- The Accident File will be kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where RIDDOR is considered to be notified, the pre-school manager/leader will also inform the insurance company in writing.
- The Mes Bach (Little Acorns) pre-school manager will report any accidents of a serious nature to Care and Social Services Inspectorate Wales (CIW).

This policy was adopted by: Mes Bach Pre school	Date: July 2019
To be reviewed: July 2020	Signed: