



St Thomas More Playgroup

Accident and Injury Policy

As an Ofsted Registered Child Care Setting, St Thomas More Playgroup are committed to ensuring all children are cared for in a safe and secure environment. An environment where all risks have been assessed. Any outings will also be assessed prior to the outing itself.

However, if a child was to have an accident or injure themselves, all staff hold Paediatric First Aid Certificates. Staff will administer any first aid they are trained to provide. A first aid kit which is easily accessible (stored in the toy storage room) and a travel first aid kit will be taken on all major outings.

A consent form will be given to all parents in their introduction pack, parents will be asked to sign this in order to obtain written parental permission to seek medical advice or treatment for their child. If the child's injuries do require emergency medical treatment, parents/carers will be contacted and informed as soon as possible. Staff will accompany the child to the medical centre or hospital as appropriate.

If a child bumps their head, parents will be informed immediately. It will be left for the parent to decide whether to seek further action, for example seeking medical attention.

Accident records will be completed with details of the injury and a description of the first aid treatment given. Parents and carers will be requested to sign these records on the same day where practicable. Any pre existing injuries that a child may arrive at playgroup with, will also be documented and again parents/carers will be asked to sign.

Any serious accident will be reported to Ofsted as soon as practically possible. If not then within 14 days of the accident occurring. Otherwise the playgroup would be committing an offence. The playgroup also has a duty to inform the Local Child Protection Agencies of any serious accident or injury and act on advice and guidance from the agency Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) would be notified where appropriate.

Date of Policy: September 2018

Date of Review: September 2019