

# 1. Accident Reporting Policy & Procedure

## 1.1 Statement

Wyke Community and Children's Centre will take all reasonable and practicable steps to ensure the health, safety and welfare of all employees and service users.

## 1.2 Implementation & Procedure

- The aim of this policy is to ensure that we take appropriate action to prevent and reduce accidents and ill health occurring as a result of our activities and that we comply with Health and Safety legislation, using our reporting procedure.
- The Centre will, at all times comply with the Early Years Foundation Stage, Statutory Framework with regards to 'First Aid' Qualifications of staff.
- First Aid Kits will be available at all times, including when off the premises. It is the responsibility of the Department manager to ensure First Aid kits are accessible at all times.
- All accidents must be reported immediately and logged (even if there is no injury) on a 'Universal Accident Form' held in the main office and main room file.
- All information about accidents that take place must be included so that appropriate action can be taken to reduce injury and ill health and to promote the care and well-being of all employees and service users.
- In the case of a child becoming injured whilst within our care parents should be informed at the earliest possible opportunity, either upon collection of the child from the setting or in more severe accidents immediately via Phone Call. All accident forms must be signed by parents/carers upon collection.
- Where Children are being taken off premises staff must carry with them Parent/ Carers contact information at all times. Staff must also hold information about any allergies or ongoing medical conditions. Department managers are responsible for ensuring this at all times.
- Should Parents/carers be unavailable to contact emergency contact should be informed immediately.
- In order to be cared for by any department of the Centre parents/ carers must have completed and signed the Emergency Medical treatment declaration.

- The setting is legally obliged to share information regarding serious accidents, illnesses, injuries or death of a child with OFSTED as soon as possible or always within 14 days of the initial date of the incident.