

# *Mad Hatters*

## **Accident Policy – Children**

If a child has an accident whilst at Nursery, the incident will be recorded on a 'Accident / Medical Incident Report' and the parents/carers will be informed and be asked to sign the report. The majority of the staff are Paediatric Level 2 First Aiders in the Nursery, who can deal with accidents. Minor accidents should be dealt with by the member of staff on duty. All accidents however minor will be recorded and parents will be informed. The first aid kit is kept in the Nursery Office and maintained by the Nursery Manager.

Accidents that cause death or serious injury, accidents causing incapacitation of normal activities for more than 3 days, some diseases and dangerous occurrences must be reported to OFSTED and RIDDOR. A full list of dangerous occurrences and reportable disease are contained within the main Health and Safety Policy kept in the office.

OFSTED may be contacted by the following methods,

Writing; Ofsted  
The National Business Centre  
Piccadilly Gate  
Shore Street  
Manchester  
M1 2WD

Phone; 0300 123 1231

RIDDOR may be contacted by the following methods.

Writing; RIDDOR Reports  
Health and Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

Phone; 0345 300 9923

Online; <http://www.hse.gov.uk/riddor/online.htm>

Information regarding the reporting to RIDDOR and necessary forms can be found in the main Health and Safety Policy kept in the Office. Following health and safety standards, and the data protection act 1998, and the General Data Protection Regulations 2018 all accident forms are kept securely for a minimum of 25 years.

**ALL ACCIDENTS ARE RECORDED AND PARENTS/CARERS ARE ASKED TO SIGN THE REPORT TO ACKNOWLEDGE THEY HAVE BEEN INFORMED OF THE ACCIDENT, A COPY WILL ALSO BE GIVEN TO PARENTS/CARERS**