**CASTLEMILK DAY NURSERY**

**ACCIDENT AND INCIDENT policy**

**Rationale**

* To ensure that all accidents and incidents are dealt with appropriately.
* To ensure that all accidents and incidents are recorded using the correct documents, and all information is shared with parents and carers.

In Castlemilk day nursery, we deal with all accidents and incidents using Glasgow City Council’s Health and Safety Guidelines.

**PROCEDURES:**

* All accidents and incidents must be reported to the Head of Centre.
* All accidents are recorded in the accident book, and any action taken is noted.
* All accident forms should be signed by the witness, a member of the management team and the parent or carer.
* All incident forms are completed by the Head of Centre, signed, dated and sent to the appropriate department.
* Minor injuries, where possible, will be dealt with in the centre – depending on the injury, the parent or carer may be contacted.
* In the event of severe injury, medical treatment, for example health visitor, hospital, will be sought and the parents or carers contacted and should be logged using Health and Safety on-line Incident Reporting System. (copy of process see attached)

***Key Documents***

Health and Safety Regulations.

Health and Safety File /1 The Reporting of Incidents/Accidents

General Health and Safety File /7 Early Years Education.

Master Safety File 12a First Aid Provision.

 12b New Accident Book Matter Sheet.

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| This policy was rewritten in: | August 2018 |
| Date for review: | August 2020 |