

Stepping Stones Creche/Nursery



ACCIDENT **POLICY & PROCEDURE**

AIM

It is our aim at Stepping Stones Nursery to care for the children in a safe, happy environment.

PROCEDURE

All accidents are to be dealt with using professional care, understanding and compassion.

- Assess the situation and follow the correct first aid procedures.
- Inform parents where necessary at the time of the accident.
- Record accident in the correct book and get parents to sign the book confirming they have been informed.
- We always reserve the right to seek Emergency Treatment.

Wasp/bee stings

If a child is attacked by a wasp/bee, all staff must follow this procedure.

1. If sting is visible – remove. Only remove if it is on the surface.
2. Apply a cold compress if sting has been removed, to cool the area down.
3. Contact parent – make aware of situation.
4. Parent can then decide whether to collect or leave their child, or alternatively give you information as to whether he/she has been stung before and had no reaction or swelling.
5. If the child went into anaphylactic shock we would phone an ambulance hospital and contact the parent.
6. We will observe the child through-out the day and contact the parent if changes occur.
7. The accident book procedure must be followed.

Bumps to the Head

If a child falls and hits any part of their head with force, all staff must follow this procedure.

1. Parents must be informed that the child has had a bump to the head and the nature of the accident explained.
2. It must be relayed how the child is ie. has been upset but calmed down, still upset, etc.
3. Your opinion can be given as to what action should be taken ie. wait until child has settled down, collect child immediately, hospital treatment required etc.
4. Following this discussion with Parent a decision can be made as to whether the child is collected or stays within the crèche and observed closely.
5. The accident book procedure must be followed.

January 2012

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