**Maine Integrated Playgroup**

**Accident Policy**

**Policy statement**

It is the policy of Maine Integrated Playgroup to promote the health, well-being and personal safety of all children and adults involved in our setting, through developing and regularly reviewing accident prevention procedures and fire safety procedures.

**Procedures**

**Accident Prevention**

* A daily risk assessment will be carried out on the premises to minimise risks and accidents.
* All new staff and students must be familiar with daily risk assessment.
* There are at least two adults on the premises at all times.
* Children are supervised at all times; staff child ratios are adhered to.
* Care is taken to ensure that no child can leave the premises undetected; the front door is locked with a buzzer system on main gate.
* Children are signed in upon their arrival and through a system of self registration so that staff know which children are present at any given moment.
* At home time parents/carers will remain at Playgroup gate until a member of staff opens it and parents/carers make their way to the playroom. Parents will be made aware that no one under 18 may pick a child up unless they are the parent.
* Furniture and equipment are laid out to minimise safety risks, with free passageway through them.
* Only suitable and age-appropriate objects are available to children.
* All unsuitable materials are kept out of children’s’ reach in a locked unit where appropriate; these are kept in the kitchen area where no child has access; child locks are on doors here.

**Accident Procedures**

* First Aid Box is always fully equipped, easily identifiable and in a location, which is known to all adults, located in the staff office.
* All staff will hold an up to date Paediatric First Aid Certificate.
* Emergency telephone numbers are available to all staff; these are located in the office and the location is known to all staff.
* Minor accidents will be treated in the setting and parents/carers will be advised of the injury and the action taken when the child is collected. Parents and staff will sign and date the injury form on day of injury.
* All accidents are recorded in the Accident Book which
1. is kept in a safe and secure place (in the office);
2. is accessible to staff and volunteers, who all know how to complete it; and
3. is reviewed regularly to identify any potential or actual hazards.
* In the case of a serious accident the leader will phone the emergency services and the child’s parent/carer.

**Reporting accidents**

The Environmental Health Department and The Early Years Team are notified as soon as possible of any instances which involve:

* food poisoning affecting two or more children looked after on our premises;
* a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
* the death of a child in our care.

This policy will be reviewed annually by the management committee to ensure it remains fit for purpose

Signed ……………………………………….

(on behalf of the management committee)

Position: ………………………………………..........

Date: …………………………………………………

Reviewed on:

Date: …………………… Signed: ………………………………………….

Date: …………………... Signed: …………………………………………..

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