

# Accident Policy/ Procedure

Written August 2018

A written account of all accidents and treatment given, at TOSH must be written by the witness of the accident, as well as witnessed by another member of staff and then shared with the child's parent when they collect their child from nursery. These forms are kept at OSHN LTD for the required 18 years.

There is a first aid box stored in the kitchen at TOSH and in the Office.

If a child bangs their head, it is policy for TOSH staff to contact the child's parent and tell them about the injury. Depending upon observation of the severity of any head injury parents may be asked to collect their child and seek medical advice.

If a child sustains an injury at the setting which is serious an emergency ambulance will be called - if the management consider that the child's life is in danger, an ambulance will be called to the setting - irrespective of information provided on the registration form.

Medical advice in all other circumstances will be sought with parental permission.

TOSH will notify OSFSTED of any serious accidents, illness or injury, or death to a child while in their care - with a full recorded report on action taken. Notification will be made immediately.

As well as informing OSFSTED, TOSH will also immediately inform Kent Local Child Protection Agencies of any serious accident, injury to, or death of any young child while in TOSH's care and will act on spoken advice from them.