

# Accident and Injury Policy

## **PURPOSE OF POLICY:**

This policy's aim is to guarantee that, in the event of an accident at KidZone Nursery, appropriate action is taken, and accurate information is recorded and communicated.

## DEFINITION:

An accident is defined as an unintentional event that has injured one or more people (for ex: tripping over and hurting your knees.)

An incident is an event or occurrence that is related to another person, typically resulting in an injury (ex: pushed over and hurting your knee.)

## **WHO IS RESPONSIBLE?**

### Branch Manager and Management

- The Branch Manager is responsible for making sure accidents and incidents are avoided to the best possibilities and if they occur, appropriate actions are taken as per this policy.
- The Branch Nurse is responsible for making sure that first aid is provided promptly, and parents are informed as quick as possible (within the time frame of 10 minutes of the accident / incident)
- Manager is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate.
- Management will check the first aid box each month to ensure that the box is fully stocked, if there are any items that need to be ordered this should be done as soon as possible.
- A system of recording is in place to ensure that the first aid box is restocked on a regular basis.
- Directors and/or managers are in charge of making sure that all employees are trained in pediatric first aid and that there is always at least one employee with a valid first aid certificate on duty.

### Branch Nurse/ Deputy Staff Member

- When an accident occurs, it is the responsibility of the Nurse to determine whether the injury can be dealt with in the setting or if medical assistance is required.
- In case of any accident/incident, however minor, the Nurse or deputy staff member who provided the first aid must ensure 'Accident/ Incident' report is filled with details and parent

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signature is taken on the report. The original copy of the report must be given to the parent and a copy of same should be filed in the child's medical file.

- In case of emergency accidents/illness, the Nurse or deputy staff member who provided the first aid must ensure 'Accident / Incident Report' is filled with details and parent signature is taken on the form. The original copy of the report must be given to the parent and a copy of same should be filed in the child's medical file.

## All Staff

- Each Staff is accountable for making sure that accidents and injuries are handled appropriately and quickly, and procedure are followed as per this policy.
- All members of staff have a responsibility to ensure that management is informed when items from the first aid box are used.

## **PROCEDURES**

The safety of your child is paramount, every measure will be taken to protect your child from hurting themselves. However sometimes accidents do unavoidably happen, and the following procedure will be carried out in dealing with the situation:

- The child will be comforted and reassured.
- The extent of the injury will be assessed and if necessary, call for medical support/ambulance.
- The first aid procedures will be carried out, if necessary, by the branch nurse/ deputy staff member.
- Once the child is more settled, the parent/carer will be contacted and informed of the accident
- A phone call to the parents or carers will **always** be made following all accidents and incidents.

After every accident, however minor:

- An accident report will be completed, signed, and witnessed.
- The parent/carer is asked to sign the accident report and receives the original.
- Accidents are logged and evaluated at the end of each term, any patterns in accidents or injuries will be risk assessed and adaptations to the room, garden or routine will be made to ensure accidents/ incidents are kept to a minimum.

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## TYPE OF INJURIES:

### Minor Injuries

- Child is immediately rushed to the clinic by Staff member.
- Nurse will assess and give the treatment and rechecking after 30 to 1-hour intervals.
- If the injury is minor and does not require medical assistance the nurse should address the injury and complete an accident record, this record will be signed by the nurse and by the parent or carer of the child.
- If the injury is minor but requires medical assistance the nurse will call parents to explain the incident and recommend that to pick up the child for the nearest medical center.

## RELATED FORM: **Accident / Incident Report**

### Serious Accidents and Injuries

- The child is immediately rushed to the clinic by the Staff member.  
(After the assessment of the nature of the injury and First Aid.)
- If the injury is serious and hospital treatment is required a nurse should call parents and explain the incident, get their approval to call the ambulance immediately and a member of staff should accompany the child to the hospital.
- The child's registration form containing medical information should accompany them to the hospital.
- Follow up by the Nurse, Principal and the Supervisor at regular intervals VIA PHONE CALL. It is reported in the daily report, an incident report.

## **ACCIDENT AND INCIDENT RECORDING AND REPORTING :**

- All accidents and injuries, however minor must be recorded in the accident book.
- Each child has their own page in the book.
- The accident record should include the following:
  - a) Name & date of birth of the child
  - b) Date and time of accident or Incident
  - c) Place of accident or incident
  - d) Description of the incident or accident
  - e) Description of injury/location of body part.
  - f) Description of care given/treatment

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- g) Staff name and signature who dealt with the accident or incident
- h) Name of person who gave care (registered nurse/pediatric first aider)
- i) Times monitored (if applicable / injury)
- j) Witness Signature (Only if witnessed)
- k) Counter sign /Management signature
- l) Parents signature

Registered nurse should inform parent or carer is informed about the Accident or incident And the report is signed by that parent on the same day.( the name of any other child involved in an accident must remain confidential.)

## **RELATED FORM:**                      **Accident/ Incident Report**

### MAINTAINING ACCIDENT OR INCIDENT: DATA FORM

This process aids us to

- Review how many accidents or incidents happen in a term
- What type of accidents or incidents occur
- Identify any potential o actual hazards
- Identify any patterns in children having a higher rate of accidents or incidents (special child).

### Data Form

- The branch nurse/ deputy staff member will maintain record of each accident and incident (however minor or major) per class.
- The branch manager will evaluate records for each class every term end and take necessary actions

### **MATERIAL AND EQUIPMENT:**

- First aid kit with all emergency medication and dressing items
- Wheelchair or portable baby STRETCHER for transferring in ambulance

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