



Accident and Incident Policy and Procedure

Objective: A secure, safe and happy childhood is of utmost important, as children learn best when they are healthy, safe and secure and when their individual needs are met. Learning Ladder Nursery aims to have good staff to children ratio to minimize the risk of accidents in the setting.

Policy: To create a safe and secure environment for all children attending Learning Ladder Nursery. The risk of accidents is to be minimized by maintaining good staff ratios and a nursery nurse on full time duty.

Procedure: To uphold the policy, Learning Ladder staff strive to minimise accidents by following the guidelines given below:

- The Nursery Nurse is always present on site
- There is always a complete first aid box available to be used by the nurse or the first aiders
- Staff Ratios are maintained as per the KHDA guidelines
- An accident is categorized as an event that takes place without intent of harm from either party involved
- An accident typically involves two or more children but it could also involve a staff member
- Once an accident takes place the following steps must be ensured:
 - The nurse is alerted immediately of the accident so she can provide the appropriate course of treatment
 - The Manager is to be alerted after the nurse
 - The Nurse must provide any first aid or other treatment urgently required
 - The Accident and Incident form to be filled out by the teacher, nurse, and manager
 - The manager and nurse to gauge the severity of the situation and
 - Call the parents immediately if the injury is severe
 - Wait till pick up time when the teacher and manager discuss the accident with the parents of the child/children involved
 - Parents asked to sign on the Accident and Incident form and the form to be filled by the nursery nurse
- An incident is categorized as an event not in compliance with the normal schedule of the nursery or not in compliance with the policies and procedures of the nursery
- Once an incident takes place, the staff witnessing the incident should inform the Nursery Manager and the Manager should make the take necessary steps
- Nurse to be alerted if any party is hurt in the incident and she must provide first aid or appropriate care
- The Nurse is to record the incident in the Accident and Incident Form. The class teacher and Manager to fill out their comments and sign.
- The Manager and nurse to gauge the severity of the situation and
 - Call the parents immediately if the injury is severe

- Wait till pick up time when the teacher and manager discuss the accident with the parents of the child/children involved
- Parents asked to sign on the Accident and Incident form and the form to be filled by the nursery nurse
- Teacher and Manager to consult with parents if a child is involved in incidents frequently and the underlying cause is to be identified and addressed