

# **Accident Policy**

## **Aims**

- To ensure that agreed procedures are in place to record the details of any accident that occurs during agency workers/employee hours.
- Where appropriate, to ensure that more serious accidents or dangerous occurrences are reported to relevant outside agencies in a timely and professional manner. These may include emergency or local safeguarding services.
- To ensure that a thorough review of employee's actions, relevant policies, procedures and risk assessments is completed following a major accident or dangerous occurrence so that any changes that may reduce the likelihood of such an accident re-occurring are identified and implemented without delay.

## **Definitions**

Definition of an "accident" and "serious accident"

- For the purposes of this policy, an accident is any event where the nanny, an adult or a child is hurt occurring under the care of any employee or worker acting under the agency whether in the child's home or another location.
- If a child sustains a head bump, this is treated as an accident whether or not there is a visible injury.
- A serious accident is any accident that results in a serious injury to an adult or child that requires immediate medical attention.

## **Recording Accidents**

- When an accident or serious accident occurs the parents must be immediately notified through their preferred contact method by the nanny. This must be then followed up at the end of the shift or at an appropriate time after dealing with the incident with an email to the agency stating **what happened, how it happened, what actions were taken and any other relevant information.**
- If the accident resulted in a head bump, the child should be kept under observation for the remainder of the day for signs of concussion.
- In the case of an accident involving an adult where the nanny was at fault or the nanny is the adult affected then a responsible adult should notify the agency as soon as is appropriate (likely the parent, nanny or a family member).

- If a nanny turns up to a shift to a child with any pre-existing injuries, which happened outside of their care, **they must make a note of the injury and send an email to the agency at the start of the shift stating the reason the parent/child have given for the injury.**
- All accidents, serious accidents or reported injuries will be recorded at the agency via an incident book. This book will be kept under GDPR regulations and confidentiality maintained.
- The agency owner must be notified of any emails relating to accidents or injury.

## **Medical Emergencies**

- If a child or adult requires emergency medical treatment as a result of an accident, an ambulance must be called immediately by dialling 999.
- Once the ambulance has been called, the child's parents/carers must be notified without delay.
- If the child is required to go to hospital or for medical treatment the nanny must attend with them carrying their medical permission form. They must not leave any other children (under 18) at home and must have them attend to the hospital until a parent/ carer can arrive and relieve them.
- A nanny cannot leave a child at the hospital without a parent even if their shift has ended they must remain as the child's legal guardian until relieved and will receive adequate compensation.

## **Minor Accidents**

- Where minor accidents occur which can be dealt with by the nanny first aid qualifications they should fulfil care under their training and the parents' wishes.