

## Accident Policy

### **Rational:**

At The Willow on the Farm, we take every precaution to prevent accidents through providing a safe and secure environment. Regular Risk Assessments and Daily Checks help to ensure the premises are safe. Staff have regular First Aid training so that if an accident occurs children are given appropriate treatment.

We keep an up to date Accident Book for both staff and children which is available to parents. It includes details of the names of the child, time, date, location of the injury and nature of the accident. It also includes details of the circumstances, what subsequent action was taken and by whom. The member of staff who witnessed the accident signs the book and countersigned by the parent/carers when he or she arrives to collect the child.

### Incident Book

The Incident Book is used in a situation that may have occurred that we feel is worth recording, or for recording an incident for the injured party.

Name of Person Reviewing Policy	Date Review Carried Out	Date to be reviewed (Yearly / when necessary)
Dawn Wilson-Fry	Written 31/03/17 Reviewed 08/06/17	July 2018
Dawn Wilson-Fry	31/08/18	August 2019