

# WEST PARK ACADEMY

## Foundation Stage Accident and Incident Policy



**Date reviewed – March 2024**

The safety of your child is paramount and we will take every measure we can to protect your child from hurting themselves. However, despite Risk Assessments being in place, sometimes accidents do happen and in those circumstances staff are asked to follow the agreed procedure to deal with such a situation:

- We will always comfort the child and reassure them.
- We will then assess the extent of their injuries.
- We will carry out any first aid procedures that are necessary.  
(Staff have Paediatric First Aid Training in line with EYFS 2024 ratios)
- We will contact you as soon as possible to inform you of the accident and if necessary ask you to return to care for your child.

After every accident, *however minor* we will:

- Complete a report on the accident sheet.
- Complete a sticky label with the details of the accident, which your child will bring out to you at the end of the day.
- If your child has had a bump to the head then you will receive either a text message or a phone call to make you aware.

If the incident is serious enough to require any medical treatment then we will:

- Inform the Principle of West Park Academy.
- Take the child to receive medical treatment.
- Inform the school's own Health and Safety lead who will seek external advice if required
- Complete all necessary paperwork.

It is important that you keep us informed regarding your child's condition following an accident and if you have sought medical advice.