**Accident & Incident Policy**

**Purpose of Policy**

The purpose of this policy is to ensure that when an accident and/or incident occurs in Rainbow Nursery, appropriate action is taken and accurate information is recorded and communicated. An accident is classed as an accidental occurrence which has resulted in an injury to one or more persons. An incident is when the actions of someone else results in an injury to one or more other persons.

**Responsibility**

It is the responsibility of every member of staff to ensure that accidents and incidents are dealt with in a timely manner. It is the responsibility of the Nursery Manager to ensure that all members of staff have knowledge of first aid and that there is always at least one member of staff on duty who has a valid first aid certificate. It is the responsibility of the member of staff who has administered the first aid to write the accident/incident report and ensure that it is signed by the parent or carer of the child or children involved. All members of staff have a responsibility to ensure that management is informed when items from the first aid box are used. A system of recording is in place to ensure that the first aid box is restocked on a regular basis.

**Accidents**

The Nursery Manager will ensure that at least 1 member of staff in each room has a valid first aid certificate. A sign must be displayed on the notice board or information board which states who the first aider on duty is and where the first aid box is situated.

Management will ensure all first aid boxes are checked 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.

The Nursery 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. When an accident occurs it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

**Minor Injuries**

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record, this record will be signed by the first aider, the nursery manager and by the parent or carer of the child.

If the injury is minor but requires medical assistance the first aider will call the parent and advise them to take the child to the nearest health centre. The first aider should complete the accident report and have it ready for the parent to sign.

**Serious Accidents and Injuries**

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff should inform the parent or carer of the child (or an emergency contact). Should the child be escorted to the hospital, a staff member must accompany the child and the parent informed of the accident and what hospital the child has been taken to. The child's registration form containing medical information should accompany them to the hospital.

**Recording Accidents**

All accidents, however minor must be recorded using the appropriate forms *(appendix 1)*. The accident record should include the following:

* Name of the child
* Child’s date of birth
* Date and time of accident
* The room and area in which the accident occurred
* The type of injury and cause
* Description of how the accident occurred
* What treatment if any was given
* Which staff witnessed the accident

The child's parent or carer must sign the accident upon collecting their child from the nursery. The nursery manager should be informed immediately of any accident and staff should not wait until the end of the day and/or once the parent has signed the form to inform management. If the nursery manager is not present, the most senior member of staff should sign instead.

If the child suffers an injury to the head, staff should inform the child’s parent immediately that the child has suffered a head injury and they should monitor the child at regular intervals until they are collected.

**Incidents**

Incidents are divided into minor incidents and major incidents, minor incidents are classified as incidents which whilst they may require first aid, do not require medical or external assistance from the authorities. Major incidents are classified as incidents which require medical or external assistance from the authorities, including the police.

**Minor Incidents**

If the incident is minor and does not require medical or external assistance the member of staff should address the incident using the approved methods of the nursery and complete the appropriate forms to record it. This record will be signed by the member of staff, nursery manager and by the parent or carer of the child. If the injury is minor but requires medical assistance the first aider will call the parent and advise them to take the child to the nearest health centre. The first aider should complete the accident report and have it ready for the parent to sign.

**Serious Incidents and Injuries**

If the incident is serious and medical treatment or external authorities are involved a member of staff should call the appropriate authorities immediately, if medical treatment at the hospital is required then a member of staff will accompany the child to the hospital in an ambulance. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the Incident and what action has been taken. In some extreme cases the member of staff may also be required to contact the Police. If this is the case management will inform the parents or carers that this has been done and the reasons for this.

**Recording Incidents**

All incidents that result in an injury, however minor must be recorded using the appropriate forms *(appendix 1)* for the injured child and *(appendix 2)* for the child that caused the injury. The records should include the following:

* Name of the child
* Child’s date of birth
* Date and time of incident
* The room and area in which the incident occurred
* The type of injury and cause
* Description of how the incident occurred
* The extent of the injury
* What treatment if any was given
* Which staff witnessed the incident

The children parent or carer must sign the accident and incident forms upon collecting their child from the nursery. The nursery manager should be informed immediately of any accident/incident and staff should not wait until the end of the day and/or once the parent has signed the form to inform management. If the nursery manager is not present, the most senior member of staff should sign instead.

If the child suffers an injury to the head, a Head Injury Form *(appendix 2)* should also be completed. Staff should inform the child’s parent immediately that the child has suffered a head injury and they should monitor the child at regular intervals until they are collected.

The identity of the child who caused the injury should not be shared with the parents of the child who was injured in order to avoid any confrontation between parents.

Any accidents/incidents which required hospital treatment will be reported to the setting’s Care Inspectorate Officer within 24 hours.

**Monitoring**

All accidents forms are monitored by management on a monthly basis. The information is used to review risk assessments and to prevent accidents and/or incidents from happening again.

*This policy will be monitored in line with relevant legislation and good practice guidelines.*

**Date Updated: October 2023**

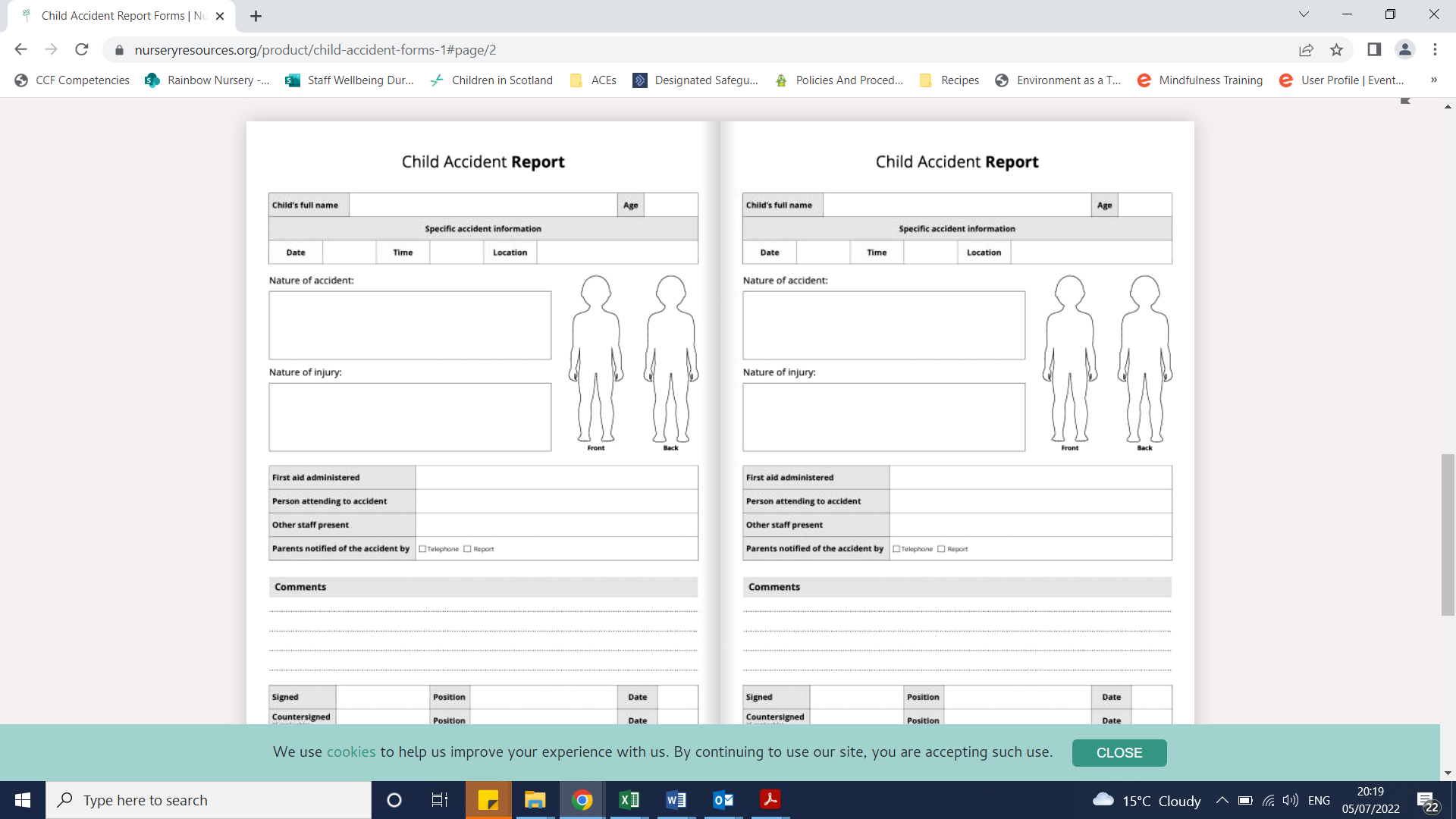
**Review Date: October 2024**



**Child Accident Form**

**Appendix 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s Name:** |  | **Date of Birth:** |  |
| **Specific Accident Information** | | | |
| **Room:** |  | **Date:** |  |
| **Location:** |  | **Time:** |  |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Injury:** | | | | | |
| **Cut/Scrape** |  | **Puncture** |  | **Fracture/Dislocation** |  |
| **Head Injury** |  | **Bump/Bruise** |  | **Splinter** |  |
| **Choking** |  | **Nose Injury** |  | **Bite** |  |
| **Burn** |  | **Eye Injury** |  | **Poisoning** |  |
| **Sprain/Strain** |  | **Dental Injury** |  | **Concussion** |  |
| **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |  |  |

**Back**

**Front**

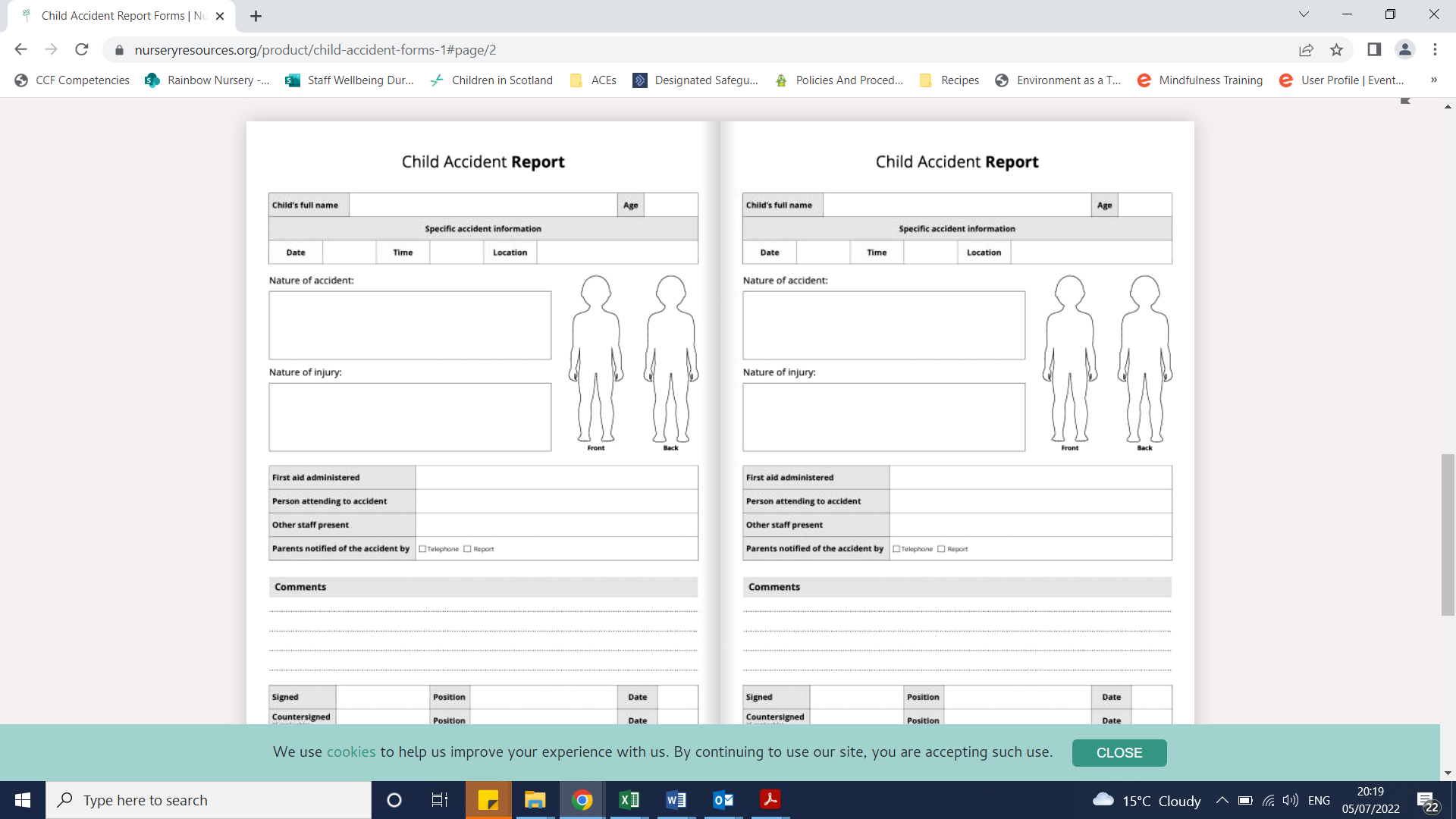
|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cause of Injury:** | | | | | | | | | |
| **Fall from height** | |  | **Burn** |  | **Pinched/Caught in** | | | |  |
| **Climbing** | |  | **Trip/Fall** |  | **Splinter/foreign object** | | | |  |
| **Another child** | |  | **Running** |  | **Hit by/Bumped into object** | | | |  |
| **Human bite** | |  | **Sharp object** |  | **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |  |
|  | |  |  |  |  | | | |  |
| **Description of accident:** | | | | | | | | | |
| **First aid administered:** | | | | | | | **Head Injury Advice**  If the area is swollen or bruised, try placing a cold compress over it for 20 minutes every 3-4 hours. Make sure your children is drinking enough fluids. | | |
| **Person attending to accident:** | | | | | | | | | |
| **Other staff present:** | | | | | | | | | |
| **Parents notified:** | **Phone call made Upon collection** | | | | | | | | |
| **Comments:** |  | | | | | | | | |
| **Staff Signed:** |  | | | | | **Date:** | |  | |
| **Manager Signed:** |  | | | | | **Date:** | |  | |
| **Parent Signed:** |  | | | | | **Date:** | |  | |

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**Child Incident Form**

**Appendix 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s Name:** |  | **Date of Birth:** |  |
| **Specific Accident Information** | | | |
| **Room:** |  | **Date:** |  |
| **Location:** |  | **Time:** |  |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Injury:** | | | | | |
| **Cut/Scrape** |  | **Puncture** |  | **Fracture/Dislocation** |  |
| **Head Injury** |  | **Bump/Bruise** |  | **Splinter** |  |
| **Choking** |  | **Nose Injury** |  | **Bite** |  |
| **Burn** |  | **Eye Injury** |  | **Poisoning** |  |
| **Sprain/Strain** |  | **Dental Injury** |  | **Concussion** |  |
| **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |  |  |

**Back**

**Front**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cause of Injury:** | | | | | | | | | |
| **Fall from height** | |  | **Burn** |  | **Pinched/Caught in** | | | |  |
| **Climbing** | |  | **Trip/Fall** |  | **Splinter/foreign object** | | | |  |
| **Another child** | |  | **Running** |  | **Hit by/Bumped into object** | | | |  |
| **Human bite** | |  | **Sharp object** |  | **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |  |
|  | |  |  |  |  | | | |  |
| **Description of accident:** | | | | | | | | | |
| **First aid administered:** | | | | | | | **Head Injury Advice**  If the area is swollen or bruised, try placing a cold compress over it for 20 minutes every 3-4 hours. Make sure your children is drinking enough fluids. | | |
| **Person attending to accident:** | | | | | | | | | |
| **Other staff present:** | | | | | | | | | |
| **Parents notified:** | **Phone call made Upon collection** | | | | | | | | |
| **Comments:** |  | | | | | | | | |
| **Staff Signed:** |  | | | | | **Date:** | |  | |
| **Manager Signed:** |  | | | | | **Date:** | |  | |
| **Parent Signed:** |  | | | | | **Date:** | |  | |