



Fernhill Nursery Accident & Incident Policy

The purpose of this policy is to ensure that when an accident occurs in Fernhill Nursery, appropriate action is taken, and accurate information is recorded and communicated.

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly.

Accident & Incident Definition

An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An Incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

Accident & Incident Procedures

The safety of your child is paramount, every measure will be taken to protect your child from hurting themselves. However sometimes accidents do unavoidably happen, and the following procedure will be carried out in dealing with the situation:

- The child will be comforted and reassured
- The extent of the injury will be assessed and if necessary, call for medical support/ambulance
- The first aid procedures will be carried out if necessary, by a trained first aider
- If appropriate to do so, the parent/carer will be contacted and informed of the accident and if necessary, to ask you to return to care for your child/meet me at the hospital.

After every accident, however minor:

- An incident report will be completed, signed and witnessed
- The parent/carer is asked to sign the accident report.
- The accident report gets filed away in the accident folder
- Accidents are logged and evaluated at the end of each month

If the incident requires any medical treatment:

- Inform Care Inspector within 24 hours
- Inform Insurance Company
- If appropriate contact RIDDOR (see below)

In the case of a head injury:

- Ensure the parent has been phoned to notify.
- Ensure the child is given an I bumped my head sticker.
- Monitor the child throughout the day for any changes in health.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.



First aid

We pride ourselves on having 100% of staff first aid trained and at least two members of staff will be to paediatric first aid level. First aid boxes are located in the nursery and are regularly checked and updated.

The manager is responsible for making sure that all medical information and emergency contact details on the children's documents/files are up to date and accurate. This information is shared with staff where appropriate and is available to them in the event of it being required.

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.

Dealing with Accidents or Incidents to Children

We keep written records of all accidents, incidents, or injuries to a child together with any first aid treatment given. Any event, however minor, is recorded by completion of an "accident/incident report" and the procedure is the same for both types of events as follows:

- An accident/incident report is completed by a member of staff who witnessed the event
- The form must be written accurately and clearly
- The form must include:
 - Whether it is an accident or incident being recorded
 - Date of accident/incident
 - Time of accident/incident
 - Name and signature of person who dealt with the accident/incident
 - Description of accident/incident
 - Description of care given
 - Name of person who gave care (this must be a first aid qualified member of staff)
 - Description of injury (if applicable)
 - Position of injury illustrated (use body map if necessary)
 - Witness signature
 - Signature of parent/carer

The name of any other child involved in an accident/incident report must remain confidential.