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# ACCIDENT & INCIDENT POLICY

**We believe that the health & well-being of the children in our care is of paramount importance. We adhere to Ofsted's Safeguarding & Welfare Requirements as well as Health & Safety legislation.**

**We do however understand that accidents do occur whilst children are exploring, learning & taking risks & ask parents to fully understand that these types of minor accidents will be common place despite our best efforts.**

**Some children naturally due to their ages of development may struggle with their emotions & feelings which may result in children lashing out at others. We support this aspect via details in our Positive Behaviour Policy.**

In order to ensure all children who have accidents whilst in our care are supported we will ensure:-

- At least one member of staff on duty has relevant & up to date Paediatric First Aid training & we plan for Paediatric First Aid training requirements termly to ensure staff whose training is at risk of becoming out of date is refreshed.
- We identify through staff notices on site which staff are able to administer First Aid & the location of the First Aid supplies.
- Each Room/Location has an Accident/Incident Book for the recording of any injury sustained to a child in the nurseries care.
- All first aid kits comply with Health & Safety (First Aid) Regulations 1981 & are regularly checked & re-stocked.
- We obtain written permission by the child's parent to administer First Aid & also seek medical attention for their child upon registration via the Registration Form.
- Ensure individual risk assessments & Health Care Plans are in place where children with identified specific health, disabilities or medical needs are present.

To ensure we support parents with our procedures in relating to accidents we will :-

- Ensure parents receive a Handbook when registering that their children detailing they are enrolled in an environment where they will be learning, exploring & socialising with other young children & minor accidents will be common place as well as information on how difficult some children find regulating their feelings & how this may be shown in behaviours an adult may see as 'unwanted'.

- Ensure the parent or person collecting the child, will sign all Accident or Incident Books to confirm they have been 'notified' of the accident or incident & a copy will be given to parents if requested.
- Ensure that telephone contact is made to any parent whose child receives a head injury (or any other significant injury) whilst in or care & a leaflet of 'After Bump' care will be given to the person collecting the child. Staff may also contact parents of any other significant accident/incident.
- Make parents aware of the settings Complaints Procedure, should they be concerned about any accident their child has at the setting.

#### General

- Ofsted & the Local Safeguarding Board will be informed of any injury sustained at the setting, where a child is admitted into hospital for more than 24 hrs or breaks a bone as a result of an injury or in the event of a death of child.
- An Audit of all accidents & incidents are monitored on a regular basis as part of the settings Operational Plan.
- If an accident that occurs that is deemed a possible concern or a potential 'near-miss' an investigation will be completed by a member of the Management Team, which should include reviewing relevant policies & procedures & risk assessments as part of any Investigation Conclusion.
- We will adhere to the Health & Safety Executive guidance & advice using the format for Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR).
- We have the consent of the parent to take children off the nursery site for the child to participate in trips & outings. We ensure at least one First-Aider attends the trip/outing.
- Staff will undertake Health & Safety Training in their Induction to the company & will participate in regular training & updates annually.
- The Manager of the nursery will act as the site Health & Safety Coordinator & will undertake specific training for their role.

**THIS POLICY WAS ADOPTED IN: JUNE 2007  
REVIEWED ANNUALLY**