



## Accident/Incident reporting Policy

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At the time of a child's registration, parents must inform staff of any medical procedures that for cultural or religious reasons they do not consent for their child to receive first aid or medical treatment. This matter should then be referred to the Manager.

### Staff responsibilities:

- To assess the child after an accident to determine if first aid should be administered. Only staff who have a current First Aid Qualification are able to administer first aid.
- Staff must stay with the child and reassure the child after an accident. A further 2 checks must be made on the child and/or their injury and recorded on the accident form.
- The accident must always be recorded on the accident form with full details, dates, times, staff involved, body map is to be completed and any treatments given
- The form must be signed by a staff member and counter signed by the person in charge
- The parent must be informed at collection. If the child receives a head injury, then the parent must be contacted and informed at the time of injury within a reasonable timeframe. In addition to the accident form, a head injury form needs to be completed. The child must be monitored throughout the remainder of the session.
- All incidents such as bites must be recorded on an incident form and shared with parents on collection of the child.
- If a child comes in to Nursery with an injury, a home incident form must be completed by the parent prior to leaving the Nursery. If we notice the injury after the parent has left, ask the nursery manager. The parent can then sign the form on collection.
- The form must always be shown to the parent, giving them the details of the accident and they must sign the form.
- Parents can be offered a copy of the form should they want it for their records at home.
- The form must be filed to be entered on to the child's account. This will then be archived in the accident/incident file which is kept in the office at all times.
- Staff must also record child incidents on the same form.
- All accidents must be reported to the Nursery Manager daily.

We ask parents to notify staff if children have an accident/injury at home when bringing them in.

All accidents involving staff as well as children must be recorded on an accident form. Accident sheets are located in the office.

Any serious accident e.g. involving deep cuts, bumps on the head etc must also be recorded on the Accident Report sheet. If a child loses consciousness, an ambulance must be called immediately. The owner/manager and Ofsted must be informed.

If a child needs first aid treatment, then a qualified first aider will administer. A qualified first aider will be on duty at all times.

Under RIDDOR, certain types of injury and incident arising from work activities must be reported to the local enforcing authority. In the case of Nurseries this is the Incident Contact Centre, local environmental Health Department safeguarding team and Ofsted. Severe accidents must be notified to the enforcing authority by telephone on 0845 3009923 and within ten days a written report must be submitted. The Nursery Manager is responsible for reporting to the Incident Contact Centre any accident or incident, which is subject to the RIDDOR Regulations.

Parents must inform the Nursery Manager of any allergies their child may have including allergies to dressings, medication, food etc...

Last reviewed on \_\_\_\_\_

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