



## 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.

### **Parent responsibilities:**

We expect parents to inform staff on arrival at nursery if their child has had an accident or injury outside of school.

### **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 can administer First Aid.
- If necessary, staff should stay with the child and reassure after an accident.
- The accident must always be recorded on the accident form with full details, dates, times, staff involved, and body map (if necessary) 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. 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 into 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, we will contact the parent as soon as possible for an explanation. The parent will sign the form on collection.
- The Out of School 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 Out of School Accident form must be filed in the Out of School file which is kept in the office.
- All accidents must be reported to the Nursery Manager as soon as reasonably possible.

Accidents involving adults (staff, visitors) must be recorded on an Adult Accident form. Accident sheets for adults are located in the office.

### **Serious Accidents and Injuries**

If a child loses consciousness, an ambulance must be called immediately.

If a child is taken to hospital, in the absence of the child's legal guardian, a member of staff will travel with the child. The staff member will have the child's medical information and remain with the child until their legal guardian is present.

The owner/manager and Ofsted must be informed.

### **Procedure to follow for dealing with injuries involving blood or bodily fluids**

- Put disposable gloves and disposable apron on.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing
- Keep the person as calm as possible.
- Deal with any spillages immediately, using disposable items which can be disposed of after the spillage is cleaned up.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non-injured children are being cared for and reassured appropriately about what is happening.
- Replace the sterile dressing on the injured person as often as needed as described in First Aid training.
- Hands should be washed and dried thoroughly after the injured person is cared for and bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent cross contamination.
- If you feel the medical assistance is required call 999 and ask for an ambulance. If the casualty needs assistance but not as an emergency, inform the parents and advise them to visit their local A&E department.
- If in doubt always call an ambulance, especially in the case of children.
- If an ambulance is called OFSTED must be informed within 14 days of the incident occurring.

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.

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