

## CHILDREN'S ACCIDENTS AND INCIDENTS

The aim of this policy is to outline procedures to deal with any incident or accident related to the pre-school and nursery in a calm, professional, and safe manner. The accident and incident, policy and procedures support our safeguarding and child protection policies, and support our health and safety measures for everyone— staff, children, parents, visitors, and volunteers / management.

At least one member of staff who has a current paediatric first aid certificate will be on site at all times and on outings. The appropriate training for staff will consist of a minimum of 12 hours and will be updated every 3 years.

### Accidents and Incidents

Where an accident or incident occurs within the premises, or during a outing we will ensure that the necessary steps are taken to deal with the accident/incident while maintaining the safety of the children as our prime priority.

An accident may include, but are not limited to the following:

Tripping over

Falling over,

Bumping into to each other

An incident may include, but are not limited to the following:

Bullying

Fighting

Deliberately inflicting harm on another child, member of staff or visitors, etc., e.g. Biting, hitting, pushing

Causing damage to the property

### Procedure

All Accidents and Incidents on the premises are recorded on 'Accident/Incident Record Form - member of staff will circle on the form accordingly – weather it is for accident or incident or use appropriate coloured form [Accidents(RED FORM), Incidents(YELLOW FORM), Wetting Forms (BLUE FORM) for toilet accidents].

PLEASE NOTE: Sometimes we will not issue an accident form or incident form e.g child tripped but stayed steady on his feet, or child has took a toys of another child. We will complete the form if injury is observer or is believed it may appear later, if child or staff report an injury or they are visible marks, bumps, grazes, first aid was administered or child has shown clear distress. Please refer below for details.

The Forms contain details of the following:

- Details of the child – Name, DOB
- When the accident/incident occurred - Time and date
- Circumstances of accident/incident – as detailed as possible including exact location (**no names given for incidents involving 2 or more children**)
- Nature of the injury – all details : including body area,
- The action taken at the time , including reassurance to the child and any necessary first aid treatment and any further action taken later such as informing the parents by telephone and by whom;
- Signature and PRINT Name of adult who dealt with the accident/incident at time  
Signature and PRINT Name of the witness  
Signature and PRINT Name of Parent/Carer who was informed about accident/incident AND must state relationship to child,
- Any action resulting in physical intervention will be describe in details on separate form -please refer to Behaviour Management Policy.
- If a child reports an accident/incident that has not been observed by a member of staff then an Accident/Incident Form must still be completed and the staff member must detail the nature of the injury and indicate it was **self-reported by the child noting what child has said, shown or indicated.**
- We may contact you and ask to collect your child if the child will be in much distress after accident/incident, especially after head injury even if it is not a emergency,
- If a child sustains a head injury, the necessary first aid steps will be taken. Accident/Incident form is completed. There are Head Injury Fact Sheet available in policy booklet

- If a child arrives with a pre-existing injury and staff member is informed this MUST be recorded on Existing Injuries Form, which is managed by Lead Safeguarding Officer. It is acceptable for member of staff to fill the form but Parent/Carer must always sign it.
- If a child has had a **noticeable** accident but no obvious injury is observed, this will be documented and parents must still be informed.
- Completed Accident/Incident will be reviewed termly by Manager in order to identify any patterns or trends of recurring injuries and subsequent risk assessments may be carried out by the Management Team; After that, forms are stored in filing cabinet but can be copied to child's personal file.

### **Serious Accidents or Incidents**

In the event that any child, staff member, volunteer, parent or visitor sustains a serious injury requiring medical attention whilst on the premises the following procedure will occur:

- If possible, the member of staff with Full paediatric first Aid along with Manager or Deputy Manager will assess the injury and will act decisively and quickly to ensure the safety and well-being of the children and other persons present is maintained.
- If it is deemed necessary, the person in charge will initially call for medical help and the parents will be informed as soon as possible.

The person in charge will ensure the safety and well-being of all other children present is maintained by ensuring the necessary staff deployment.

### **In the event of a Serious/Critical accident or incident that results in the closure of the Springwood Preschool and Nursery the 'Emergency Closure Procedure' will be followed.**

The person in charge will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives. **Should the person/child be taken to hospital**, one member of staff - most likely the key person if not anyone from Management team, will accompany\* that person/child until such time as the parents or next of kin arrive.

\*It may not be possible for member of staff to accompany a child/staff to hospital. This can be due to health and safety and/or ratio requirement (staff to children), which always must be met. We will always call parents/carers and emergency contact for them to come to the setting before medical team departure. We will collect all necessary contact details to emergency team and hospital address if carers will not make it on time and child/staff need to travel on his/her own.

The Manager will ensure that all details of the injury are recorded (as above) and that any follow up action, such as phone calls to the parents are also detailed.

Ofsted will be notified of any serious injury as soon as is reasonable but in any event within 14 days of the injury occurring. Health and Safety Executive in compliance with RIDDOR and local child protection authority will also be informed of any serious injury or death of a child and any advice will be acted upon.

Parents are required to consent to emergency medical treatment prior to their child attending the preschool. Children who do not have parental consent for emergency medical treatment will be unable to attend Springwood.

We will endeavour to respect parents / carer's wishes whilst caring for the child whilst ensuring the safety and well-being of the child is always our priority.

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981; is regularly checked (at least twice an academic year and after every serious emergency) by the Manager and management team; is easily accessible to adults; is kept out of the reach of children and all staff and volunteers are aware of the location of the first aid kits within the setting.