



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Accident and Pre-Existing Injuries Policy (Children)

Purpose

This policy outlines the procedures for recording, reporting, monitoring, and communicating accidents and pre-existing injuries involving children attending the setting. All records are completed and maintained using the iConnect system.

The setting is committed to safeguarding children, promoting their welfare, and ensuring that parents/carers are informed of any accidents, injuries, or treatment provided whilst their child is in our care.

Scope

This policy applies to all children attending the setting.

Definitions

Accident

An unplanned event resulting in injury to a child whilst in the care of the setting.

Incident

An event that may affect a child's safety or wellbeing but does not necessarily result in injury.

Pre-Existing Injury

Any bruise, bump, cut, scratch, burn, swelling, mark, or other injury noticed when a child arrives at the setting or before the setting assumes responsibility for the child.

Recording Pre-Existing Injuries

Where a child arrives with a visible injury:

1. The injury should be discussed with the parent/carer where possible.
2. The injury must be recorded on iConnect.
3. The record must include:
 - Date and time observed.
 - Description of the injury.
 - Location of the injury.
 - Explanation provided by the parent/carer and/or child.
 - Name of the staff member making the record.
4. A body map should be completed where appropriate.
5. Any safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL).

Recording Accidents

Where an accident occurs during the child's attendance:

1. Appropriate first aid must be provided.
2. The child should be comforted and supervised.
3. Medical assistance should be sought where necessary.
4. The accident must be recorded on iConnect as soon as possible and before the end of the day.

The accident record should include:

- Child's name.
- Date and time of accident.

- Location.
- Description of what happened.
- Injury sustained.
- First aid or treatment provided.
- Name of the first aider.
- Names of any witnesses where applicable.

Head Injuries

All head injuries must be treated seriously.

Staff must:

- Administer appropriate first aid.
- Monitor the child closely.
- Inform parents/carers as soon as possible.
- Record the injury on iConnect.
- Seek emergency medical assistance where required.

Parent Notification and Online Signature

Parents/carers will be informed of all accidents, injuries, and first aid treatment administered to their child on the same day.

All accident records will be completed using iConnect.

At collection:

- Parents/carers must review the accident report.
- Parents/carers must electronically sign the accident record on iConnect to confirm they have been informed of the accident and any treatment provided.
- Where a parent/carer is unable to sign at collection, the record should be signed electronically as soon as reasonably practicable.

A parent/carer's signature confirms receipt of the information and does not necessarily indicate agreement with the circumstances of the accident.

The date, time, and method of notification must be recorded within iConnect.

Serious Accidents and Injuries

The Registered Manager or Designated Safeguarding Lead will ensure that any serious accident, injury, illness, or significant event involving a child is reported to the appropriate agencies and Ofsted where required by current legislation and guidance.

Safeguarding

Staff must remain vigilant where injuries:

- Are unexplained.
- Do not match the explanation provided.
- Occur frequently.
- Raise concerns about a child's welfare.

Any safeguarding concerns must be reported immediately in accordance with the setting's Safeguarding and Child Protection Policy.

Monitoring

Accident and pre-existing injury records held on iConnect will be reviewed regularly to:

- Identify patterns or trends.
- Monitor health and safety risks.
- Support safeguarding arrangements.
- Reduce the likelihood of future accidents.

Confidentiality

All accident and pre-existing injury records will be:

- Recorded securely on iConnect.
- Treated as confidential.
- Shared only with authorised persons.
- Maintained in accordance with data protection requirements.

Review

This policy will be reviewed annually or sooner if legislation, EYFS requirements, or organisational procedures change.

This policy was adopted by	The Butterfly Rooms Ltd
On	24 th July 2026
Date to be reviewed	24 th July 2027
Signed on behalf of the Management committee	
Name of signatory	Miss Aimee Thompson