



Accident & Incident Policy

Setting Name: Golden Acorns

Date: April 2026

1. Statement of Intent

We are committed to ensuring the safety and wellbeing of all children in our care. We recognise that accidents and incidents may occur during children's play and daily routines and aim to respond promptly, appropriately and safely to minimise harm.

We ensure all accidents and incidents are managed effectively, recorded accurately and reviewed to support children's safety and improve practice. Clear procedures are followed to ensure children receive appropriate care and parents are informed.

2. Legal Framework

This policy is based on statutory guidance and legislation including:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Health and Safety at Work Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The setting complies with all requirements regarding accident and incident management and reporting.

3. Definitions

An **accident** is an unplanned event in which a child or adult is injured as a result of environmental factors, equipment or their own actions, without another person being directly involved. Examples include trips, falls, collisions with furniture or injuries during play.



An **incident** is an event in involving another person or situations where one child unintentionally causes injury to a child, or events involving behaviour or conflict.

which injury or harm occurs interaction. This may include causes injury to another, an adult

Both accidents and incidents are recorded and reviewed to support children's safety and improve practice.

4. Responding to Accidents

If a child is injured, staff respond immediately to ensure the child's safety and comfort. First aid is administered by a trained member of staff where required. Children are supervised and reassured throughout.

Parents are informed of any accident involving their child on the same day, either verbally or through written record.

5. Recording Accidents

All accidents are recorded accurately and promptly. Records include:

- child's name
- date and time
- nature of injury
- circumstances
- action taken
- staff involved

Parents are asked to sign records to acknowledge information.

6. Serious Accidents

Serious accidents or injuries are reported to parents immediately. Emergency services are contacted where necessary to ensure appropriate medical care.

Serious accidents may be
line with RIDDOR



reported to relevant authorities in
requirements.

7. Incident Recording

Incidents involving behaviour, safety concerns or significant events are recorded appropriately. This may include behavioural incidents, safeguarding concerns or unusual occurrences affecting children.

Records support monitoring and understanding of events.

8. Monitoring and Prevention

Accident and incident records are reviewed regularly to identify patterns or hazards. Where risks are identified, changes are made to environment, supervision or practice to prevent recurrence.

Risk assessments may be updated following accidents or incidents.

9. Staff Responsibilities

All staff are responsible for supervising children safely, responding to accidents appropriately and recording events accurately. Staff must report accidents and incidents to management and follow procedures consistently.

10. Monitoring and Review

Accident and incident procedures are monitored through record review and staff guidance. This policy is reviewed annually or sooner if guidance or practice changes.