

Accident & Incident Policy

Policy statement

The purpose of this policy is to ensure that when an accident or incident occurs at Natural Nurture Nursery, appropriate action is taken and accurate information is recorded and communicated.

Who is Responsible?

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the Manager to ensure that all members of staff have knowledge of first aid, and that there is at least one member of staff on duty at all times who has a valid first aid certificate.

It is the responsibility of the member of staff who has administered the first aid to write the accident report and ensure that it is signed by the parent/carer of the child or children involved. All members of staff have a responsibility to ensure that the Manager is informed when items from a first aid box are used. A system is in place to ensure that first aid boxes are restocked on a regular basis.

Procedures

When creating the staff rota, the Manager must ensure that at least one member of staff on duty has a valid first aid certificate. A sign must be displayed which states who the first aider on duty is.

The Deputy Manager checks the first aid boxes on a monthly basis to ensure that they are fully stocked. Staff let the Manager know when items have been taken from first aid boxes and if there are any items that need to be ordered, this is done as soon as possible. The Manager is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate. Parents/carers receive regular reminders about the importance of informing the nursery about any changes to contact details/medical information etc.

When an accident occurs it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

Serious Accidents and Injuries

- Staff must wear protective clothing (disposable aprons and gloves).
- The Manager and first aider will assess the situation and decide whether the child needs to go immediately to hospital.
- If the first aider is unsure of what action to take, NHS 111 will be contacted for advice.
- If the child needs to go straight to hospital, an ambulance will be called and the first aider or Key Person should accompany the child to hospital.
- First Aid will be administered on the advice of the emergency services until the

ambulance arrives.

- The child's records will be taken with them to the hospital i.e. contact details and medical information, together with a care plan and current medication and forms, if applicable.
- The parent/carer will be contacted and arrangements will be made to meet them at the hospital. The staff member accompanying the child to hospital **will not** sign for any treatment to be carried out.
- At the nursery, areas where an accident or injury took place are immediately isolated and other children relocated until the area is fully cleaned and made safe. (See also Illness and Infection Control Policy)
- If the child can wait for the parent/carer to come to the setting, the parent is called. The child will be made as comfortable as possible and a member of staff will stay with them until the parent/carer arrives. If the injury to the child is an open wet wound, this must be covered to allow for any infection to be contained. It will then be for the parent/carer to decide whether to go to hospital or not.
- A report of the accident will be recorded on an Accident Record Form. The parent/carer will be asked to read and sign this document.
- The Management Team will investigate the nature of the accident and if appropriate, will make any necessary changes to prevent a similar accident occurring in the future.
- The Management Team will inform Ofsted in the event of a serious accident or injury affecting either a child or adult on the premises.
- Any accidents, which required hospital treatment, will be reported to the settings Local Authority Designated Officer (LADO) within 3 working days.

Minor Accidents and Injuries

- Staff must wear protective gloves.
- The injury is assessed by the Key Person and a qualified first aider. If necessary, the Manager will be called.
- The injury is then treated by a qualified first aider, according to recent first aid training.
- The Nursery Manager decides whether the parent/carer should be called and notified.
- The child is resettled and observed.
- The accident is then recorded on an Accident Record Form and the parent/carer is asked to sign on collection of their child.
- If the injury is minor but requires professional medical assessment (other than first aid) the first aider will notify the Manager and contact the child's parents/carers to inform them of the accident. It will then be for the parent/carer to decide whether to go to a medical centre or not.
- The first aider should complete an Accident Record Form and have it ready for the parent to sign on collection of their child.

Recording Accidents

- All accidents and injuries, however minor must be recorded on Accident Record Forms in the Accident Book. Parents have access to their child's records and those alone. The Accident Record Form includes the following:
 - Name of the child
 - Date and time of accident
 - How the accident occurred
 - The extent of the injury
 - Whether a hospital or medical centre trip was necessary
 - What treatment, if any, was given.
- The child's parent/carer must always sign the Accident Record Form.
- Accidents that happen at home prior to arrival at the setting, which may or may not have resulted in marks or injuries, must be recorded on an Accident Record Form and be signed by the parent to confirm it did not happen on the Nursery premises.
- The Manager checks the Accident Book on a monthly basis to check for any patterns.

Recording Incidents

For recording purposes, incidents are defined as an event or occurrence that requires particular report or action. They are a broader category than 'accidents' and may include:

- Events following intentional or planned behaviours
- Spontaneous occurrences or emergencies where no accidental cause is obvious.

We keep an Incident Book for recording incidents including those that are reportable to the Health and Safety Executive. These include:

- Break in, burglary, theft of personal or the setting's property
- An intruder gaining unauthorised access to the premises
- Fire, flood, gas leak or electrical failure
- Attack on a member of staff or parent on the premises or nearby
- Any racist incident involving staff or family on the setting's premises
- Death of a child
- A terrorist attack, or threat of one.

On Incident Forms we record:

- Date and time of the incident
- Nature of the event
- Who was affected
- What was done about it
- If it was reported to the police, and if so, a crime number
- Any follow up, or insurance claim made
- Any medical aid sought or required.

In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our Fire Safety Policy will be followed and staff will take charge of their key children.

The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed. Reporting arrangements are listed below.

Recording Incidents relating to individual children

All incidents relating to a child are recorded in detail in the child's own file. All incidents relating to a child are communicated to parents. Incidents may include:

- Bullying
- Biting
- Fighting and any intervention that was used
- An extreme reaction to a situation e.g. hysterical response to thunder
- Incidents of extraordinary or out of character behaviour, which are a cause for concern and need to be recorded and/or reported to parents/carers. (Procedures for Safeguarding may need to be consulted).

Reporting Accidents & Incidents

Our accident and incident files:

- Are kept safely
- Are accessible to all staff, who know how to complete them
- Are reviewed regularly to identify any potential or actual hazards.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, Ofsted is notified and a report made to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Our Responsibility as an Employer

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book.

We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises, we have contact numbers for gas and electricity emergency services, carpenter and plumber.



Further guidance

RIDDOR Guidance 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR 1995)

West Sussex Local Safeguarding Children Board
www.westsussex.gov.uk/lscb

This policy was adopted at a meeting of The Natural Nurture Nursery Management Committee held on the 3rd March 2016.