



Accident and Incident Policy

Review Due: June 2022

Our Aim

We want to ensure that the children under our care can play and learn in a safe environment and that they, and all the adults present at the setting (employees, visitors or team members) are kept safe at all times.

However, we recognise that accidents and incidents will happen and the following policy and procedures ensure they are recognised, recorded and dealt with appropriately.

Accident and Incident Response Procedure

It is Lymley Wood policy that all educators already hold or will complete paediatric or outdoor first aid training within three months of commencing employment. Most, if not all staff members on site at all times hold a paediatric first aid certificate. Staff members will be trained in order to deal with each situation appropriately.

We keep an accurate record of all accidents and incidents that occur both on and off the premises, and seek to ensure any future events are minimised or the possibility of recurrence is removed. Accident statistics are analysed monthly by the Manager to identify any trends or recurring causes of injuries, potential or actual hazards and make necessary adjustments to the site or practice. The accident stats are analysed quarterly by the Lymley Wood Director to ensure appropriate adjustments are made across all sites.

We try to make sure all injuries and incidents even where no wound is visible are recorded. We inform parents of any accidents/incidents sustained by their child whilst in our care and of any first aid treatment given, as soon as is reasonably practical. Accidents are recorded in an accident report,, including a body map and is kept safely and accessible. This includes incidents that are reportable to the Health and Safety Executive (see below).

All accidents and incidents are brought to the attention of the appropriate persons/bodies and parents are contacted via telephone where a child has had an accident involving a bump to the head.

Accident Reporting and Recording

Accidents are recorded in the accident reporting book. This includes incidents that are reportable to the Health and Safety Executive (see below).



All staff and volunteers know where the Accident Book is kept and how to complete it.

All Accident records should contain:

- the time, date and nature of any accident;
- details of the children affected;
- the type and location of any injury;
- the action taken at the time, any action taken later and by who;
- the circumstances of the accident, names of any adults and children involved; and
- any witnesses (including contact details of the witnesses) if applicable;
- the name and signature of the staff member who dealt with the accident, any witnesses (if applicable) and a countersignature by the parent when the child is collected.

In the event of the parents being called due to an accident or incident involving their child the senior manager or Designated person will contact the Director immediately so that support and advice can be offered.

Existing Injuries

If a child arrives at the setting with an existing injury this is discussed with the parents and all staff are informed. The existing injury is recorded on the existing injury form and these are then kept in the child's file. Pre-existing injury forms are regularly reviewed in line with our Safeguarding procedures.

Incident Reporting and Recording

Incidents are recorded on the 'Cause for concern' form if the incident involves a child. Where an incident does not involve a child for example a flood then a paper incident form will be completed. This includes incidents that are reportable to the Health and Safety Executive (see below). The Manager or designated person will inform the LW Director immediately

All Incident records should contain:

- the child's name or person affected;
- the date, time and location of the incident;
- what triggered the incident;



- the nature of the incident;
- others involved;
- witnesses (if applicable);
- how the situation was handled;
- what form of restraint was used and any consequences;
- if it was reported to the police, a crime number;
- Any follow up, or insurance claim made;
- The signature of the staff member who dealt with the incident, any witnesses and a counter signature by the parent when the child is collected.

Incidents include:

- break in, burglary, theft of personal or the setting's property;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving a member of staff or family on the setting's premises;
- death of a child;
- a terrorist attack, or threat of one;
- bullying and fighting may be recorded where staff consider this is necessary.

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 standard Fire Safety Procedure will be followed. 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 is followed.

Notification of serious accident or incident

The Nursery Manager or designated person will inform the Director immediately if a serious accident or incident occurs.



Local Child Protection Agency

We will notify our local safeguarding board and local children services for the area in which the child live about any serious accident, injury to, or death of a child whilst in our care and act on any advice given:

Notification will be made as soon as is reasonably possible but in any event within 7 days of the incident occurring.

Health and Safety Executive

We meet our legal requirement as an employer under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). When there is any injury requiring a general practitioner or hospital treatment to a child, parent, member of staff, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the RIDDOR format.

We will report:

- deaths;
- major injuries that happen to anyone on your premises or while you are caring for children;
- injuries that last more than seven days – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases (see www.hse.gov.uk/riddor/guidance.htm/disease) for a full list of reportable diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done.

Any of the above requires form F2508 to be completed, as soon as possible, normally within 10 days of the event of knowledge.



Incident Report Form

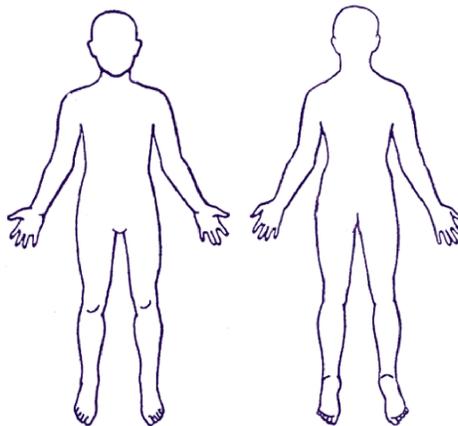
An incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

Child and incident

Child's name:	
Date of incident:	
Time of incident:	am / pm

injury/Incident

Area where incident occurred:	
Injury sustained? Use picture below to aid description	
Description of how incident occurred	
Care giver response and description of any medical treatment	
Hospital required?	Yes / no
Please describe any other action.	





Parental Contact

Parent contacted immediately?	Yes / no
Name of parent contacted	
Who contacted parent	
How was parent contacted	Phone / Email / Report / Other
Time parent contacted	am / pm
Operations Manager contacted	Yes/ No
Time Operations Manager was contacted	

Caregiver

Key caregiver supervising	
Signature	
Date	
Manager	

Parent/carer review

Parent name	
Signature	
Date	

Please talk through the incident with the parent/carer and ensure they are happy before asking them to sign. Ask if the parent/carer would like a copy of the incident report form, provide if requested and then file this copy in the incident folder.



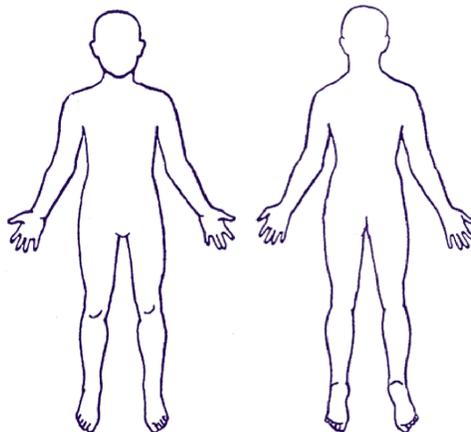
Existing Injury form - To be completed by parent/carer when a child is brought into the setting with an existing injury.

Child and injury

Child's name:	
Date of injury:	

Accident and Injury

Injury sustained? Use picture below to aid description	
Description of how injury occurred	
Care giver response and description of any medical treatment	
Hospital required?	Yes / no



Parent name	
Signature	
Date	
Educator Signature	