



Accident and Incidents Procedure

Author: Michelle Hughes
Reviewed by: Leanne Moriarty
Date reviewed: 16/06/2023

At Brookside Pre-school the safety of all children is paramount, every measure will be taken to protect children from hurting themselves. However, sometimes accidents do unavoidably happen, and injuries can occur because of an incident involving another person.

An **accident** is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

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.

- It is the responsibility of all staff members to ensure accidents and incidents are dealt with in an effective and timely manner.
- The Manager is responsible for ensuring a minimum of one member of staff with up to date paediatric first aid training is always on site. As best practice, we aim for all permanent staff members included in staff:child ratios to hold a paediatric first aid qualification within the first 3 months of employment. Staff members will update their paediatric first aid training every three years and will engage in regular, in-house refresher training.
- The Manager is responsible for ensuring children's medical information and contact details are updated on the management system and paper copies are easily accessible for all staff in the event of an emergency.

1. Responding to an accident involving a child

In the event of a child having an accident at pre-school the following procedure will be carried out in dealing with the situation:

- Firstly the child will be comforted and reassured.
- If necessary, first aid will be administered by a staff member who holds a paediatric first aid qualification.
- The extent of the injury will be assessed by the first aider and if necessary, call for medical support/ambulance.

- Once the child is more settled, the parent/carer will be contacted and informed of the accident and if necessary, asked to collect the child/meet at the hospital.
- In the event of a child needing to go to hospital in an ambulance, one staff member will accompany the child to hospital (in the absence of their parent/carer). The staff member will take along a copy of the child's administration forms, medical details and a copy of the accident form.
- In the event a child needs to attend Accident and Emergency for a minor injury which does not require an ambulance we would always contact parents/carers and emergency contacts. However, if we are unable to make contact within a reasonable time the management team will call a Taxi and take the child to the local hospital. The staff member will take along a copy of the child's administration forms, medical details and a copy of the accident form. Staff are not permitted to transport children in their own car.

2. Procedure for Recording Accidents for Children

- Once the child has received first aid or has recovered from an accident, the injury must be recorded on an accident form by the first aider who dealt with the accident.
- The person completing the form is responsible for ensuring the accident is communicated to the parents/carers and the form is signed by them at the end of the session.
- Our accident books provide forms which create duplicate copies underneath. The copied form should be sent home to the child's parents on the day of the accident and the main copy must be kept for our records and filed appropriately.
- Staff must complete **all** fields within the accident form as accurately and thoroughly as possible. The form should always be signed and dated.
- The staff member who completed the form must make the management team aware of what has happened. The management team will then consider if parents need to be contacted straight away for example, for more serious accidents or any accident involving a bump to the head- the parents will be informed straight away.

3. Head bumps

A separate Accident Form for head injuries must be completed for a more serious head injury including a cut on the head, a large bump or if there are obvious signs of concussion. Parents must always be called and informed about head injuries straight away. Staff members must monitor children following a head injury to look out for signs of concussion such as:

- headache
- blurred or double vision
- dizziness, balance problems, or trouble walking
- confusion and saying things that do not make sense
- being slow to answer questions
- slurred speech
- nausea or vomiting
- not remembering what happened

- not feeling well

Children who have symptoms of concussion following a head injury will need to be taken to hospital.

4. Procedure for recording accidents which happened at home or existing injuries

If a child arrives at pre-school with an existing injury staff are required to ask parents how the injury occurred. As part of our duty to ensure that children are safeguarded from potential harm and abuse, we must keep a record of accidents/incidents at home which have resulted in an injury. We recognise that accidents happen, and children often scratch and bruise themselves as they play and explore. Minor marks will be discussed verbally. Incidents/accidents will be recorded if children receive hospital treatment for stitches/gluing of the skin, burns, broken limbs, large/significant bruises to the face, head, bottom, genitals, or any other part of the body.

If there are a concerning number of injuries, or there is no reasonable explanation for injuries given by parents/carers we may ask parents for a discussion. However, if we feel the child is at risk of immediate harm from potential abuse, we will make a referral to social services.

By documenting existing injuries on children's arrival at preschool we can avoid disputes over how and where injuries have occurred. Documenting existing injuries also safeguards staff members from potential accusations of abuse.

If a child has attended hospital or has an injury which may affect their ability to be safe at preschool, we must complete a risk assessment with the child's parent/carer and decide if the child's needs can safely be met at pre-school. For example, it may not be appropriate to have a small child wearing a cast on their leg at preschool due to our staff: child ratio and the nature of the environment.

In some circumstances we may request a note from the doctor/hospital following a child's surgery or stay in hospital stating their ability to return to preschool and any recommended care procedures.

5. Procedure for Accidents involving Staff, Volunteers and Adult Visitors

- When necessary, first aid will be administered by a staff member who is first aid trained.
- Another member of staff should ensure the children are moved away from the situation, kept calm, and supervised accordingly.
- Any accident involving staff, volunteers and adult visitors are recorded on an accident form for adults/accident at work form. The person with the injury may take a copy if they wish and our copy will be kept for our records and filled accordingly.
- If necessary, a next of kin will be informed straight away. All staff member and volunteers will have details of a next of kin and any medical conditions in their personal employee file.

6. Procedure for recording serious Incidents

An 'incident' is; any dangerous or potentially harmful occurrence that happens within the preschool.

- Upon discovery of a major incident, staff will report it to the appropriate emergency services before taking any other action and then follow the advice given by the emergency services. For major incidents or if a crime may have been committed, staff will take full witness statements and keep them with the incident log.
- An incident log is located within our health and safety file, this is always available to staff.
- At the earliest, safe opportunity, the staff member discovering an incident must record it in the incident log stating the date and time of the incident, nature of the event, who was affected and what action was taken.
- Any logged incident must be communicated to the manager by the reporting staff member. The pre-school manager will discuss with the pre-school committee then decide what follow up action, if any, is required. Any follow up action is recorded by the manager in the incident log.
- Our incident log is kept confidential and is available upon request of relevant local authority services or inspectors.

The above does not apply to child protection or safeguarding concerns relating only to an individual child. These are covered in the Safeguarding and Child Protection Policy.

7. Reporting serious accidents and incidents

- Ofsted will be notified as soon as possible, but within 14 days at most, of any instances which involve a serious accident or injury to or serious illness of a child in our care and the action we take in response: and the death of a child in our care.
- The nursery manager will report serious accidents to the registered person/committee chair for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- We meet our legal requirements in respect of the safety of our employee and the public by complying with RIDDOR. We will report:
 - any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.
 - Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns, or amputations.
 - Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days.
- If an incident occurs at pre-school which raises serious safeguarding concerns, all pre-school parents will be notified by email as well as the local authority designated officer (DO) for safeguarding.

8. Record keeping

The health and safety representative reviews the accident forms at monthly to look for any patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the pre-school manager and all necessary steps to reduce risks are put in place

In compliance with GDPR, children's accident and incident forms will be retain confidentially and securely- in line with how long it is necessary to keep for a legitimate and lawful reason.

- Children's Accident and Incident Forms – 22 years
- RIDDOR forms – 22 years
- Staff Accident and Incident Forms- 3 years minimum