

Accident/ Incident Policy

Reviews and Updates:

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| • Implemented: | 2 nd January 2013 | Laura Leigh Wayman |
| • Reviewed: | 25 th April 2013 | Laura Leigh Wayman |
| • Amended: | 16 th August 2013 | Laura Leigh Wayman |
| • Amended: | 5 th January 2014 | Laura Leigh Wayman |
| • Amended: | 06 th November 2014 | Laura Leigh Wayman |
| • No changes | 29 th May 2015 | Laura leigh Wayman |
| • No changes | 17 th February 2016 | Sara Bradley |
| • No changes | 06 th March 2017 | Carla Gibson |

Child's Play Private Nursery Ferryhill

Policies and Procedures

Accident/ Incident Policy

At Child's Play Private Nursery we have established a detailed accident/ incident form which is used to log any accidents or incidents which occur in the setting.

Information collated following an accident include:

- Details of any existing injuries that a child arrives with, including bumps and bruises
- The time, date and nature of any accident
- Details of the children affected
- A written description of the type and location of any injury and a body map (body maps are found on the safeguarding log form.)
- The action taken at the time, any action taken later and who did what
- The circumstances of the accident, names of any adults and children involved and any witnesses (you may need the contact details of the witnesses)
- The signature of the staff member who dealt with the incident, any witnesses and a Countersignature by the parent when the child is collected.
- The signature and time that the accident/ incident is reported to the management staff. (We recommend a 10 minute window.)
- We also consider as well as recording all injuries also include incidents where no wound is visible, as symptoms may become apparent only after the event e.g. concussion.
- Reviewing accident records regularly to identify any trends or recurring causes of injuries.

Emergency medical advice or treatment

Child's Play Private Nursery obtains parental permission for emergency medical treatment as part of the admission/ registration process. We then make sure that staff are aware of parent's wishes, for example cultural and religious beliefs. Procedures are in place in case of emergencies. Parents are told about emergency arrangements.

Incident records

All incidents are recorded in detail. Incidents should include bullying and fighting for older children, and any intervention that was used, an extreme reaction to a common situation e.g. hysterical response to thunder, a developmental achievement – a child becoming able to reach a door handle, any safeguarding issues or concerns raised by staff, child, parents or families.

Child's Play Private Nursery also make a note of who should record the incident and what should be included, for example:

- The child's name
- The time and location of the incident
- What triggered the incident
- The nature of the incident
- Other people involved
- Witnesses
- How the situation was handled

- What form of restraint was used and any consequences. (if applicable)
- The signature and time it was reported to the manager- (again 10 minutes after where possible)

Child's Play keep a signed record of all accidents and incidents that happen to children. An Ofsted inspector may look at records of significant accidents and incidents so they all need to be signed by the parent. For confidentiality there should only be one page per child, per accident or incident- these are archived in the Child's individual folder located in the manager's office.

Reporting accidents and incidents

The law is slightly different depending on whether you are on the Early Years Register or the Childcare Register. Child's Play Private Nursery is currently on the **Early Years Register**: we must tell Ofsted about any major/serious accident, injury or death that happens to a child while that child is on our premises and in our care. We do not have to tell Ofsted if:

- an adult has an incident on the premises
- a child has an incident on the premises but they are not in our care at the time, for example they have been picked up by their parent and they are leaving the premises
- an adult or child has an incident off the premises, such as on an outing.
- Minor injuries to a child which are deemed to be 'unavoidable' (for example; a 2 year old child trips over when running whilst playing outside and grazes knee.)

For definitions of serious and minor injuries download the Ofsted fact-sheet 'Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies'. Go to www.ofsted.gov.uk and type reference number 110009 into the search box.

We must also tell Durham County Council's local authority child protection designated officer about any serious accident, injury to, or death of a child whilst in your care.

When contacting one or all of the numbers below, where any advice or directions will be actioned

- **Kirsty Wilkinson:** EDA/Lead Safeguarding Support: 03000 268 925
- **First Contact Service:** 03000 26 79 79
- **Emergency Services:** 999 or 101
- **Durham/Darlington Constabulary:** 0345 6060365
- **Ofsted:** 0300 123 1231