

Accident/ Incident Policy

Reviews and Updates:

• 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
• Updated	09 Feb 2018	Laura Leigh Davies
• Updated	05 October 2018	Gareth Davies
• Updated	11 August 2020	Gareth Davies/Dawn Crosby

Child's Play Private Nursery

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, cuts and bruises.
- The time, date and nature of any accident.
- Details of the child/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 which staff were involved.
- 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 from accident to report to management staff)
- 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 and making appropriate changes to environments and/or working practice.

Emergency medical advice or treatment

Child's Play Private Nursery obtains parental permission for emergency medical treatment as part of the admission/ registration process. This is then disseminated to staff, so they 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 at registration.

We also record any birth marks and scares that a child has on the registration form too. Information regarding this is kept and logged onto the Chronology where required for Safeguarding purposes.

Incident records

All incidents are recorded in detail. Incidents should include bullying and fighting for older children, and any intervention that was used. Other incidents include 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.

Staff should 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 dealt with by staff.
- What form of restraint was used and any consequences. (if applicable).
- Signature of staff member reporting incident and time it was reported to the Nursery/Deputy Manager (Within the 10 minutes window after accident/incident wherever possible).

Documentation:

Child's Play Private Nursery keeps 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 staff and managers should ensure all are signed by a parent or appropriately noted if parent(s) refuse to sign. For confidentiality purposes there should only be one page per child, per accident or incident- these are archived in the relevant child/children's individual folder located in the manager's office. Managers should ensure that all accidents/incidents are correctly reported and documented with all relevant information recorded and actions documents along with parent(s) signature.

Parents should also be given an information sheet to take home with practical advice in relation to monitoring and taking care of a child who has suffered a head injury.

Although our Blossom software has the ability to log accidents on it- we do not use this facility at this time. Due to the online software not allowing for as accurate reporting as our paper forms.

Reporting accidents and incidents

The law relating to reporting of accidents/incidents differs slightly depending on whether your setting is on the Early Years Register or the Childcare Register. Child's Play Private Nursery is currently on the Early Years Register: as such we must inform Ofsted about any major/serious accident, injury or death that involving a child while that child is on our premises and in our care. We do not have to inform 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 267 979
- **First Contact Service (Hartlepool):** 01429 284 284
- **Emergency Services:** 999 or 101

- **Durham/Darlington Constabulary:** 0345 6060365
- **Cleveland Police:** 01642 326 326
- **Ofsted:** 0300 123 1231
- **Health and Safety Executive:** 03000 790 678