

Sheuchan Nursery

Accident & Incident Policy



This policy was adopted at a meeting of:

Sheuchan Nursery

Leswalt High Road

Stranraer

On (date) _____

Signed _____ Designation _____

****Policy Emailed to all staff members and filed within the Policy folder****

Review Date:	By:	Amendments:

Statement of Purpose

We will take every measure we can to ensure the safety of the children in our care and protect them from harm. However, we recognise that, as children play and learn, accidents and incidents can still happen. This policy therefore outlines the procedures we will follow in the event of an accident or incident.

This policy is relevant to all children, staff and visitors to Sheuchan Nursery.

Accident & Incident Procedure

Despite all our safety precautions, unfortunately accidents can still happen. We will therefore follow the procedure detailed below if an accident or incident occurs.

In the event of an accident or incident, we will:

- Comfort and reassure the injured child while ensuring that all other children in our care are safe.
- Assess the extent of any injuries and, where necessary, call for medical support or an ambulance.
- Use our knowledge of first aid and carry out any first aid procedures that are necessary and within the training we have received.
- Once the child is settled and any injuries have been attended to, the member of staff will complete the Dumfries & Galloway Council Evotix online reporting system. The report will be electronically signed by the parent when they are advised of the accident or injury at collection.
- If the accident or incident is deemed significant, a telephone call home will be made by the Nursery Manager or keyworker.

In the event of a more serious accident, we will request that the child is collected immediately.

We will administer basic first aid and keep a clearly labelled first aid box within the setting, stored in the First Aid cupboard. We also carry a travel first aid kit when out on outings. The contents of the first aid box and travel kit are checked monthly, and items are replaced as required.

Emergency contact lists for all children are also kept with staff when on outings so that parents or carers can be contacted in the event of an emergency.

Accident & Incident Reporting

After every moderate to serious accident or incident, we will complete the Dumfries & Galloway Council Accident/Incident Report Form on the Evotix system. The report will detail the accident or incident and will include:

- The date, time and location of the incident.
- The name and date of birth of the child involved.

- The circumstances leading to, and a description of, the incident.
- The immediate action taken.
- Details of any injuries sustained and first aid administered.
- Any follow-up action required.
- The names and contact numbers of any witnesses to the incident.
- Details of any investigation undertaken.

Parents or carers of the affected child will be asked to read and sign the report on the same day, at collection time.

In the event of a more serious accident where medical treatment is required, we will:

- Inform the Care Inspectorate within 14 days.

All incidents will be logged using the log provided in the Accident & Incident folder. This allows the team to monitor for trends and identify whether appropriate measures are being taken in response to repetitive injuries or incidents.

IMPORTANT - INFORMATION FROM PARENTS/CARERS

It is extremely important that parents or carers inform us of any accident their child may have experienced prior to arriving at the setting, particularly if the child has bumped their head. Parents and carers will receive regular reminders of this policy.

Where parents or carers are contacted and asked to collect their child following an accident, they will be reminded to keep us informed regarding their child's condition and whether medical advice has been sought.

Environment

Our premises are subject to Care Inspectorate inspection. We have completed risk assessments for all areas, including the outdoor space and places that we visit within the community with the children. These assessments are regularly reviewed to ensure that adequate measures are in place to minimise risk.

We also complete daily safety checks prior to the arrival of children, regularly review and practise fire evacuation procedures, and use age-appropriate strategies to educate children about safety.

Staff Development

We have at least two members of staff in Nursery at any one time who are trained in paediatric first aid. This training is refreshed every three years. Current certificates are held within the staff training folder.

Information identifying our first aiders is displayed around the Nursery. Visitors have access to this information on their lanyards, and it can also be found within the supply folder.

Monitoring of this Policy

It is the responsibility of the Nursery Manager, Miss Claire Douglas, to ensure that all staff, including new and temporary staff, are familiar with this policy and that it is implemented consistently.

The Nursery Manager will make monthly checks to identify patterns and recurring accidents or incidents. The Manager will also monitor accident and incident forms as and when they are completed. The policy will be reviewed and updated as required.

Links to National Policy and Guidance

Health and Social Care Standards - 1.1, 2.1, 3.1 and 5.1

<https://hub.careinspectorate.com/media/2544/sg-health-and-social-care-standards.pdf>

A Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland

<https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2018/12/funding-follows-child-national-standard-early-learning-childcare-providers-operating-guidance/documents/00544491-pdf/00544491-pdf/govscot%3Adocument/00544491.pdf>

Care Inspectorate ELC Practice Note 4 - Mealtimes

<https://hub.careinspectorate.com/media/5018/elc-practice-note-4-mealtimes.pdf>

UNCRC - Rights of the Child

http://www.unicef.org.uk/Documents/Publication-pdfs/UNCRC_summery.pdf

Getting It Right For Every Child (GIRFEC)

<http://www.scotland.gov.uk/Resource/Doc/1141/0065063.pdf>

Realising the Ambition

<https://education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf>

How Good is Our Early Learning and Childcare?

https://education.gov.scot/improvement/documents/frameworks_selfevaluation/frwk1_niheditself-evaluationhgielc/hgioelc020316revised.pdf

Care Inspectorate - A Quality Framework for Early Learning and Childcare

https://www.careinspectorate.com/images/documents/6585/Quality%20framework%20for%20early%20learning%20and%20childcare%202022_PRINT%20FRIENDLY.pdf