**Maidenhill Nursery Class**

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**Accident and Incident Policy June 2019**

**Introduction**

If an accident/ incident occurs within our nursery class, it is essential appropriate action is taken and accurate information is recorded and communicated.

This information can then be collated and monitored and any patterns identified and used to review our risk assessments and future practice.

**Injury Form A (Accident)**

An accident is classed as an occurrence which has resulted in an injury to one or more persons. An Injury Form A (Accident) will be used to record an accident in the nursery class. Staff will complete an Injury Form A (Accident) for all accidents they have witnessed or for accidents reported to them by a child. .

**Incident Form/ Injury Form B (Incident)**

An incident is classed as an occurrence where which has resulted in one child causing an injury to another child. An Incident Form will be used to record an incident in the nursery class. This will explain what happened, the nature of injury caused and also how we dealt with the incident. An Injury Form B (Incident) should also be completed detailing what happened, the nature of the injury and how we dealt with the injury.

All forms will be filed chronologically in our Accident/ Incident File. Injury Forms A and B must be signed by parent/ carer before filing.

**Information Recorded**

The following should be recorded on all Injury Forms:

* Child’s name
* Injury
* Date of injury
* Time of injury
* How did the injury happen?
* Action taken
* Staff Name
* Staff signature
* Parent/Carer signature
* Date

**Who is Responsible?**

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner and that the appropriate records are kept. Where first aid has been administered, the member of staff reporting the accident/ incident and the designated First Aider will share responsibility for recording the appropriate information and ensuring that injury forms are signed by a parent/ carer.

**Injuries Requiring Further Medical Assistance**

In the event that an injury may require medical assistance beyond that provided by our designated First Aider, then parents/ carers/ emergency contacts should be informed without delay in order to enable them to collect their child and take them to the relevant health centre.

Our designated First Aider will be responsible for assessing whether an injury requires urgent emergency medical assistance and will contact emergency services if appropriate.If immediate hospital treatment is required, a member of staff should accompany the child to the hospital. The child's registration form and medical information should accompany them. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and let them know about the injury and what hospital the child has been taken to.

**All injuries requiring further medical assistance or those which may have a long-term impact on a child’s wellbeing should be reported to the Depute Head Teacher to report to Care Inspectorate using the e-forms system. All injuries of this nature will be reported on annually under Duty of Candour guidelines.**

**Head Injuries**

If a child suffers a head injury at nursery, parent/carers will be informed by telephone. They can then make the decision whether to collect their child. Injury forms should be signed by a parent/ carer on collection.

**East Renfrewshire Accident and Incident Reporting System (AIRS)**

All staff members have access to the online AIRS portal, allowing them to record the details of an accident or incident resulting in injury to themselves. It is recommended good practice for staff to report and discuss all accidents and incidents with their line manager before competing an online AIRS record.

## Monitoring and Review

The HT, DHT, SCDO and designated first-aider will monitor this policy, engaging with relevant stakeholders and service users. The policy will be reviewed annually in August and updated as required.

Next review: August 2020

Policy author: A McDonald, July 2019