Holy Family Nursery Class

Accident and Incident Policy

In general, an accident is an unplanned, unexpected and undersigned (not purposefully caused) event, which occurs suddenly and causes injury or loss, a decrease in value of the resources or an increase in liabilities.

All accidents/incidents, no matter how minor, even if no wound shows will be recorded in the accident/incident folder. Staff must inform parents on arrival of any accidents or incidents their child has been involved in. Parents are asked to sign the form when collecting their child to acknowledge that they have been told about the accident/incident. These will be stored within a folder in nursery.

The accident/incident book will record the following information:

* Child’s name
* Date of accident/incident
* Details of accident/incident
* Extent of injuries
* Which first aid treatment was administered by staff?
* Which member(s) of staff dealt with the accident/incident
* Signature of parents/guardians acknowledging that they have been informed of accident/incident
* Signature of staff member

If the accident is serious enough that further medical advice should be sought, the child will be taken to the nearest Accident and Emergency department. A member of staff will accompany the child and they will take the child’s records, which will contain details of the child’s doctors and any allergies that they may have. Parents/carers will be contacted immediately so that they can join the child and member of staff at the hospital. The Nursery teacher and a member of the senior management team will be made aware of any serious injuries and will act accordingly.

Parents will be contacted immediately regarding any head injuries so they can decide on medical attention or collection.

The accident forms are maintained properly are and review regularly by the nursery staff to identify risk areas or problems with equipment.

Procedure for incident forms

An incident is defined as an apparently minor conflict, disturbance, etc., as between persons etc. that may have serious consequences.

Incident sheets are extremely important documents, which hold details of incidents recorded when required.

Confidentiality must be respected at all times with information recorded accurately and without bias. In other words, anything stated should be factual, without opinion, prejudice or judgement.

Created August 2019

To be reviewed august 2020

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Accident/Incident Record

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| --- | --- |
| Name of Child: | Date: |
| Details of accident/incident (highlight)Extent of injuries - | Action taken First aid treatment administered |
| Name of staff who witnessed accident:Signature:Date: | Name of parent/carer:Signature:Date: |
| Reviewed by – Date: |