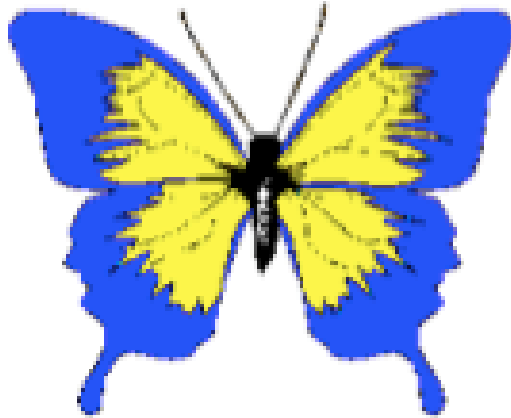


New Monkland Nursery Class



Getting it Right for Every Child

Accident / Incident Policy



Written: November 2019

Review: August 2021

Procedures for Accidents

In general, an accident is an unplanned, unexpected and unintentional event which occurs suddenly and causes injury or loss, a decrease in value of resources or an increase in liabilities.

First Aid Boxes are available in the Nursery, are fully stocked and checked regularly. Portable First Aid Kits are also available.

All accidents no matter how minor, even if no wound shows, will be recorded in the accident book. Parents are asked to sign the book when collecting their child to acknowledge that they have been told about the accident.

The accident book will record the following information:

- Child's name
- Date of accident
- Circumstances of accident
- Extent of injuries
- What first aid was administered by staff
- Which member of the staff dealt with the accident
- Signature of the parent acknowledging that they have been told about the accident
- Follow up information of any consequences resulting from accident

If the accident is serious enough that the staff feel further medical help is required, the child will be taken to the nearest Accident and Emergency department. Staff will accompany the child and take the child's records which will contain the details of the child's doctor and any allergies that they may have. Parents will be contacted immediately so that they can join the child and staff at the hospital. The nursery team and a member of the management team will be made aware of any serious injuries and will act accordingly.

In the case of a head injury, parents will be contacted immediately so that they can decide on medical attention or collection.

The accident book is maintained properly and is reviewed regularly by the staff to identify risk areas or problems with equipment.

Procedures for Incidents

An incident is defined as a minor conflict, disturbance or negative behaviour between children that results in physical / emotional harm or negative consequence.

Confidentiality must be respected at all times with information recorded accurately and without bias.

A separate incident form should be written for each individual child involved in the incident. No other child's name should appear on the incident sheet and other children should be referred to in a generic way.

The incident book will record the following information:

- Child's name
- Date of incident
- Circumstances of incident
- Extent of any resulting injuries
- What first aid was administered by staff
- Which member of the staff dealt with the incident
- Signature of the parent acknowledging that they have been told about the incident
- Follow up information of any consequences resulting from incident

Both accident and incident books are kept in the nursery cupboard and not in public view.

UNCRC Links

Article 2: All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

Article 24: You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 27: You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 39: You have the right to help if you've been hurt, neglected or badly treated.