

New Monkland Nursery Class



Getting it Right for Every Child

Accident and Incident Policy



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Accident and Incident Policy

To maintain safety within New Monkland Nursery Class, and to ensure children receive the best possible care, as in line with Article 24 of the UNCRC, staff will adhere to the following protocols:

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

Head Injuries

All head injuries, including minor bumps, must be reported immediately to a named First Aider, who will assess the child and provide initial first aid. The Lead will be informed of the incident.

Parents/Carers will be contacted for **every** head injury. A discussion will take place to explain what happened, the child's presentation, and any concerns. In some cases, the nursery may require the child to be collected. In other situations, an agreed decision will be made between staff and the Parent/Carer based on the nature of the injury and the child's wellbeing.

All head injuries will be recorded using the accident report forms stored in the First Aid cupboard. The staff member who witnessed or responded to the injury is

responsible for completing the form and speaking with the collecting adult. Both the staff member and the Parent/Carer must sign the accident form.

Minor Cuts and Sprains

Children presenting with scratches, scrapes and minor cuts will be inspected, and wounds will be cleaned thoroughly.

Sprains will be inspected by a named First Aider.

All cuts and sprains will be recorded, accident form filled out and signed by the staff member overseeing the injury and collecting parent/carer.

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.

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 paperwork 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 staff dealt with the incident
- Signature of the parent/Carer acknowledging that they have been told about the incident.
- Follow up information of any actions required following the incident.

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

Note: - If you are advised to seek further medical attention by a first aider following an accident/incident then please also be aware that we will have a duty to notify the Care Inspectorate. See link below for updated guidance as of March 2025:

[Notification guidance for early learning and childcare services March 25.pdf](#)

The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011, No. 210, Regulation 4 (1)(a) states that providers 'must make proper provisions for the health, welfare and safety of service users.'

The Health and Social Care standards state:

1.24 Any treatment or intervention that I experience is safe and effective.

4.11 I experience high quality care and support based on relevant evidence, guidance, and best practice.'

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.