



Accidents and Incidents Policy

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Aim

The aim of this policy is to outline the procedures for incidents or accidents in Stepps Nursery. This policy supports our safeguarding and child protection policies, and also supports our health and safety measures for everyone. children/parents/visitors.

Accidents

 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.

In the event of an accident or an incident in the Nursery, we will ensure that the necessary steps are taken to deal with the accident while maintaining the safety of the children as our prime priority.

Procedure for Dealing with an Accident

All accidents on the premises are recorded in the Accident folder. ALL accidents/incidents, no matter how minor, even if no wound, will be recorded in the accident/incident book. Parents are asked to sign the book when collecting their child to acknowledge that they have been told about the accident or incident.

The accident/incident book will record the following information:

* Child’s name
* Date of accident
* Time of accident
* Circumstances of accident
* Extent of injuries
* What first aid was given by staff?
* Which member(s) of staff dealt with the accident?
* Signature of parents/guardians acknowledging that they have been told about the accident
* Signature of member of staff

Parents will be informed of the accident and asked to sign the accident form on collection of their child.

If a child reports an accident that has not been observed by a member of staff then an Accident Form must still be completed and the staff member must detail the nature of the injury and write, ‘self- reported by the child’.

If a child has had an accident but no obvious injury is observed, this will still be documented and parents must still be informed as above

 If a child sustains a head injury, the necessary first aid steps will be taken and the parents of the child will be contacted via phone to be informed of the head injury. Parents will then decide whether they would like to come and collect their child and seek further medical advice or whether they will leave them at school. Parents will be given advice for monitoring the child at home.

If a child arrives with a pre-existing injury this will also be detailed on an accident form and a parents countersignature will be required upon collection of the child

Completed accident forms are then kept with the child’s records in a lockable cabinet to ensure confidentiality, and one form per accident will be completed. (for accidents from home)

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. 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.

SERIOUS ACCIDENTS

In the event that any child, staff member, volunteer, parent or visitor sustains a serious injury requiring medical attention whilst on the Nursery’s premises the following procedure will occur:

The Lead Practitioner or member of the Management Team will assess the injury and will act decisively and quickly to ensure the safety and well- being of the children and other persons present is maintained.

If it is deemed necessary the person in charge will initially call for medical and help and the parents will be informed.

The person in charge will ensure the safety and well- being of all other children present is maintained by ensuring the necessary staff deployment. If necessary an additional staff member will be provided in order to provide support in an emergency situation.

The person in charge will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives

Should the person be taken to hospital, a member of staff will accompany that person until such time as the parents or carer arrives.

The Manager will ensure that all details of the injury are recorded (as above) and that any follow up action, such as phone calls to the parents are also detailed.

The Care Commission will be notified in writing of any serious injury as soon as is reasonable.

Parents are required to consent to emergency medical treatment prior to their child attending the nursery.

We will endeavour to respect parents / carer’s wishes whilst caring for the child whilst ensuring the safety and well- being of the child is always our priority

Our First Aid Kit:

Complies with the Health and Safety (First Aid) Regulations and is regularly checked by a designated member of staff and re-stocked as necessary.

Is easily accessible to adults,

Is kept out of the reach of children

All staff and volunteers are aware of the location of the first aid kits within the setting .

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

Accident and emergency department details:

**Accident and Emergency Department**

**Glasgow Royal Infirmary**

**84 Castle Street**

**Glasgow**

**G4 0SF**

**DO NOT ATTEND STOBHILL HOSPITAL AS THEY DO NOT SEE NURSERY AGED CHILDREN.**

**Procedure for Incident Forms**

An incident is defined as an apparently minor conflict or disturbance between persons 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.

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