



Heathfield Early Years Centre

Accident and Incident Procedure



These procedures are guidance for staff in the reporting off accidents and incidents at Heathfield Early Years Centre

Accidents/Incidents are a part of childhood for many young children as they learn about the world. Our procedure is to give the very best care to our young children to make them feel safe and secure within Heathfield Early Years Centre

H & SCS - 1.24 "Any treatment or intervention that I experience is safe and effective"

SSSC 3.8 "Keep to my employers health and safety policies, including those relating to substance misuse.

SHANARRI Wellbeing Indicator – Safe & Healthy

UNCRC Article 24 "I have the right to good quality health care, to clean water and good food."



Organisation

When accidents occur:

- Staff should always try to be aware of what happened to the child and every effort should be made to find out from colleagues, although this is not always possible. If not possible, then staff should ask the child, if appropriate, what happened and treat any injury accordingly.
- If any injury required medical attention then seek help from a first aider who will make an assessment.
- Staff will follow the advice of the first aiders (Displayed in Centre). Yvonne Oakley is the centres main first aider.

The following Early Years Staff are also Pediatric First Aid Trained: Geny Small, Lindsay Rowan, Holly Bloy, Connie Bryden, Hayley Martin

- Continual observation of the child by staff members is vital.
- If the child/children seem to be okay then the staff member who saw the accident should complete an appropriate pro-forma (Including actions and time) and inform a member of the Leadership Team if necessary.
- Contact will be made with a parent/carer and the parent/carer should sign the pro-forma and staff should explain what happened and about the care that was given to the child/children.
- The pro-forma booklet is monitored termly by the Leadership Team.
- If the accident required immediate medical treatment then a member of the Leadership Team or Senior Early Years Practitioner or first aider will contact an ambulance if required and the parent will be notified. A pro-forma will be filled in by a staff member. (See appendix).
- Care Inspectorate will be informed should an ambulance be called/hospital .
- First aid locations will be identifiable by clear labels.
- All staff should ensure they are aware of where kits are located.
- First aid go bags will be available beside the first aid kits and should be returned after an outing.

When incidents occur:

- Staff should deal with the incident promptly e.g. if a child is hurt by another child then the children should be spoken to about using kind hands and about following our Positive Relationship Policy.
- The child/children should be checked over and any injuries looked at/dealt with.
- The child/children should be spoken with at the time of the incident
- The staff member who dealt with the incident should complete an appropriate pro-forma (including actions and time) and inform a member of the Leadership Team. (see appendix)
- The parents/carers of the children will be asked by staff to reinforce kind hands at home to promote good behaviour.
- Staff should reassure parents/carers that their child will be monitored closely to try to make sure incidents like this don't happen again. A meeting with management will be offered if required or necessary.

- The pro-forma is filed every Friday by a dedicated member of the team, Senior Early Years Practitioner Holly Bloy, will audit the First Monday of every month.

Reviewed June 24

Review June 27



Heathfield Early Years Centre
Incident Report

Child's Name:		
Date of incident:		
Time of incident:		
	Indoors <input type="checkbox"/>	Outdoors <input type="checkbox"/>
Location:		

Please note that the location should be specific to recognise recurring issues at audit stage

Description of incident:		
Nature of injury:		
First aid applied:		
Administered by:		
MAPA utilised:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please specify:	

<u>Emergency contact</u>		
Carer contacted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of parent:		
Contacted by:		

Additional information:	
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<u>Signatures</u>		
Staff member:		
Witness:		

Parent/carer:	
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Further details:	
Medical assistance required:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Care Inspectorate informed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy sent to Care Inspectorate:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Heathfield Early Years Centre

Accident Report

Child's full name:	Date:	Time:
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Location of accident:		
Playroom	<input type="checkbox"/>	Area:
Playground	<input type="checkbox"/>	Area:
Other	<input type="checkbox"/>	Area:

please identify specific area to highlight arising issues at audit stage

Details of accident	Circle the area(s) injured	
	Front:	Back:

Action	Additional information
Cold compress	<input type="checkbox"/>
Sterile wipe	<input type="checkbox"/>
Plaster/dressingg	<input type="checkbox"/>
Emergency contact informed	<input type="checkbox"/>
Transport	<input type="checkbox"/>
Outcome of wellbeing check after 20 minutes:	

First aider signature:
Staff witness:

Parent/carer signature:	Date:
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Care Inspectorate informed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy sent to Care Inspectorate:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Child required to see a medical professional:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of report received by parent via Seesaw	Yes	No