



Accident & Incident Procedure

Accident

Should a child encounter an accident whilst in the Early Learning and Childcare setting, it is crucial that the incident is handled appropriately. The staff member who has witnessed the accident should take necessary steps to ensure the safety and wellbeing of all children.

They should calmly deal with the accident, reassuring and comforting the child. They should then seek the support of a trained first aider who will assess any injuries sustained and administer any first aid if required e.g. applying a cold compress or cleaning with a sterile wipe etc.

If the child has sustained an injury above the neck (no matter how small) their parent/carer must be informed via phone call as soon as possible after the accident. This also applies for any other significant injuries to the body. The staff member calling will explain what has happened and depending on whether the first aider feels the child requires medical attention they will ask the parent to collect and seek medical advice. If the first aider feels the child requires imminent medical attention, they will contact 999 immediately and then advise parents.

The staff member who has witnessed the accident will then complete an Injury report form, taking care to detail factual events and accurate information. Accident forms must be signed by management first before they are handed to parents/carers to sign. A copy of the accident form may be given to parents if requested or if the child needs further medical attention to give the Doctor/Nurse full details of the accident.

Students should not complete accident forms on their own and should seek advice from staff/management. Staff must ensure sufficient supervision levels to avoid accidents and must carry out risk assessments daily. Any faulty resources/equipment must be reported immediately/disposed of.

A full investigation will be carried out for significant injuries sustained within the setting and a near miss form will be completed. Seek guidance from management.

Incident

Incidents should be recorded when an injury is purposely inflicted by a child to another child. When this happens an Injury report form must be completed for both children (the child who caused the injury and the child who sustained the injury). This enables us to keep a record of any incidents and to monitor any patterns. Again, all forms must be signed by management before they are presented to parents/carers.

The same process will be carried out for assessing injuries as above.

Parents will be informed about the nature of the incident and members of staff will take appropriate action e.g. reiterate golden rules, liaise with parents/carers and seek advice from management.

All accidents and incidents are audited monthly to enable us to monitor where/when accidents/incidents are happening and whether there are any patterns or areas that need to be observed. **PTO for Injury report form template.**

Injury Report Form

Please Tick the appropriate box:			Accident form for injured child <input type="checkbox"/>
			Incident form for injured child <input type="checkbox"/>
			Incident form for child who caused injury <input type="checkbox"/>
Date: Time:	Child's Full Name:	Nursery:	
Area in setting where injury Occurred:			
What Happened:			
Nature of Injury:			
Action Taken:		Did a first aider see the child? Y/N	
Preventative Action:			
Parent informed if required:		YES/NO	
Parent Signature:		Time:	
Staff member Signature:			
Management Signature:			
Tear off slip -----			
<p>For Head Injuries: A Nursery First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms: <i>Blurred vision, Drowsiness, Nausea or vomiting, Severe headache, Confusion, Slurred Speech, Unresponsiveness, Clumsy, stuttering or dizziness, Bleeding from the ears or nose.</i></p> <p>Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.</p>			