



Accident/Incident Policy

In the event of a child suffering an accident whilst in nursery the following procedure will be carried out:

- First Aid procedures will be carried out by our qualified First Aiders
- Staff will complete an Accident/Incident Report stating details of incident and the care given
- Report will be signed by the member of staff, Head/Depute Head/Senior before then getting the parent/carer to sign
- In the event of a head injury the parent/carer will be informed by phone
- If the child is collected from nursery without their parent signing their Accident/Incident report, they should be informed by phone of the accident/incident and this should be noted on the Accident/Incident report. The Accident/Incident report should then be signed by the parent the next time their child attends nursery

In the event of a child suffering a more serious accident the following procedure will be carried out:

- First Aid procedures will be carried out by one of our qualified First Aiders
- They will determine if we require to phone child's parent and/or emergency contact/Doctor/Emergency Services
- If emergency services are required, 2 members of staff will accompany the child to hospital
- Staff will complete an Accident/Incident Report stating details of incident and the care given
- Report will be signed by the member of staff, Head/Depute Head/Senior before then getting the parent/carer to sign

In the event of a child being injured as a result of an incident with another child e.g. being bitten, scratched, kicked, punched etc, the following will be carried out:

- First Aid procedures will be carried out by one of our qualified First Aiders
- Staff will complete an Accident/Incident Report stating details of incident and care given
- Report will be signed by the member of staff, Head/Depute Head/Senior before then getting the parent/carer to sign
- If the child is collected from nursery without their parent signing their Accident/Incident report, they should be informed by phone of the accident/incident and this should be noted on the Accident/Incident report. The Accident/Incident report should then be signed by the parent the next time their child attends nursery

An Accident/Incident Report will also be completed in respect of the child who caused the incident stating details and the positive behaviour procedures implemented by staff.

The report will be signed by the member of staff, Head/Depute Head/Senior before then getting the parent/carer to sign.

All paperwork will be kept in the locked cupboard in office under Accidents and Incidents folder.

Care Standard: 1.2,2.4; 3.2
Realising the Ambition: 3.2 & 3.4
HGIOELC QI 2.1

This policy has reviewed and updated following consultation with staff and parent/carers