



Accident Procedure

Every accident no matter how minor must be recorded

- At least one member of staff with first aid training is with the children at any time.
- In the case of an accident an entry will be made on the child's Tapestry record. It will be countersigned by a manager which then sends it to the parent and allows them to view it.
- If a child comes into the setting with any kind of mark from something that has happened outside of nursery, we will ask the parent to let us know the details so that we can log it as an Existing Injury.
- If we need to use physical restraint on a child in order to safeguard the child or people surrounding the child this will be recorded on an incident form which the parent/carer will be required to sign.
- If an adult is injured in the setting then we will log the accident on an accident record sheet and ask them to sign it when they are able to. We will keep the accident sheet in their staff file.
- We review accident logs each month from Tapestry so we can monitor what, if any accidents are re-occurring and complete risk assessments on this.
- For all accidents we respect children's confidentiality. Accidents will only be discussed with the parent/carer and no other child will be mentioned.

For minor injuries:

- Acknowledge the accident.
- Decide if you can deal with it yourself.
- Support the injured.
- Send another member of staff to call a trained first aider.

If it is a head injury, parent/carers:

- must be informed by telephone at the time of the injury, even if the child is well enough to stay at the setting.
- We will then observe the child for the remainder of the session to ensure their wellbeing.

If a child has been bitten:

- We will inform the parent/carer of both children involved in the biting incident.
- The child who was bitten will have an accident form filled in on Tapestry and the other will have an incident form completed for them which will be signed by the parent/carer when the child is picked up.

For more major injuries:

- Acknowledge the accident.
- Support the injured.
- Send another member of staff to call a trained first aider and the Designated Person in Charge
- At least one member of staff with first aid training is on the premises or outing at any time and will decide further treatment/ambulance/inform parents.
- Note position of equipment or furniture that may have contributed to accident.
- Note names of other witnesses/mentally note everyone's actions and as soon as possible write it down.

Reportable events include: deaths, major injuries, over 3-day injuries, injuries where child or parent is taken to hospital, work-related diseases and dangerous occurrences (where no one was injured but someone could have been)

Prepare a full report form, which will include the following:

- Date and time.
- Names of injured and description of injuries.
- Description of how injuries occurred.
- Witnesses' names and contact details.
- Factual and accurate description of action taken.
- Each paragraph should start with the time (to form a time line) and be no more than 4 or 5 lines.

Witness statements (from those who saw what happened) should be written down. Investigate accident and procedures, draw conclusion, create an action plan and review.

We will inform Ofsted **0300 123 1231** and Riddor (online) and we will check referral criteria for the LADO to assess whether a report needs to be sent to them.

Date policy was reviewed	March 2023
This policy is due for review before	March 2024