

## **Accident/Incident Policy**

### **General Information**

As with all areas of our work, we want to work with parents/carers as partners to minimise stress and anxiety when a child is involved in an accident or taken ill while at nursery

- Appropriately qualified first aiders are available at all times while the nursery is open.

### **Accidents**

- Minor accidents which happen at nursery will be dealt with as soon as it happens.
- If it is felt that an injury requires treatment or examination by medical staff, we will try to contact the parent/carer first so they can decide on the course of action.
- In the event of a more serious injury we will contact emergency services and the child will be taken to hospital and parent/carer will be contacted.
- Any accident or injury to a child will be recorded on an Accident in Nursery form or incident form and parent/carer will be informed of the injury on the same day.
- The form will include the name of child, time and date, location, description of accidents, injury details and action taken. The injury will be recorded on the body map – marking clearly the place of injury. The record will include the name of the staff member who dealt with it, and details of any witnesses.
- This will be signed by nursery staff and by the parents/carer.
- Parent/carers will be asked to complete a Record of Pre-Existing Injury form for their child if they have had an injury outside the nursery session. This form includes the same detail as above. Decision making and any agreed further action will be discussed by staff member and the Senior Early Years Practitioner and noted on the form.
- The Incident in Nursery form will be completed to inform parents/carers if their child has caused an accident resulting harm to another child – e.g. child biting or a physical mark.
- As a registered provider we must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. North Halifax Partnership must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

### **Monitoring of Accidents**

- As part of the ongoing responsibilities to effectively manage nurseries, North Halifax Partnership require that accident patterns are monitored. This means that we can learn from any accidents that happen, and be aware if there is suddenly a peak in accidents at one time of year or in one area of a nursery.