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 always available while the nursery is open.

We will follow the OFSTED guidance.

1. At least one person who has a current paediatric first aid (PFA) certificate must be always on the premises and available when children are present and must accompany children on outings.
2. The certificate must be a full certified PFA course.
3. PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies.
4. We will make available to parents on request all staff currents PFA certificates

Accidents

- Any accident resulting in a visible injury or which caused distress to the child will be recorded on an accident in nursery form or incident form and parent/carers will be informed of the injury on the same day. The extent of the injury will be assessed by the person who witnessed the accident/incident and a senior member of staff.
- The form will include the name of child, time and date, location, description of accident, 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.
- The person responsible for reporting and recording accidents, incidents is the member of staff who saw the incident or was first to find the child where there are no witnesses.
- The accident or incident and completed form will be reported to the nursery manager or senior for checking and signing.

- Parents will be informed of the accident or incident, the form will be shared with parents, and they will be required to sign the form.
- If it is felt that an injury requires treatment or examination by a medical professional, we will contact the parent/carer to advise them to do so.
- In the event of a more serious injury, we will contact emergency services, and the child will be taken to hospital and the parent/carer will be contacted.
- Parent/carers will be asked to complete a 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 the staff member and the Senior Early Years Practitioner and noted on the form.
- 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 will also notify local child protection agencies, NHP Board and Calderdale MBC Commissioners 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.

Incidents

NHP also record all incidents while children are in nursery. An incident is any event or situation that occurs unexpectedly or unintentionally. Examples of an incident my include an injury caused by another child, choking incident, allergic reaction or a situation where a member of staff has had to physically intervene to prevent injury to a child.

- An Incident in nursery form will be completed to inform parents/carers if their child has caused an Injury to another child – e.g. child biting, scratching. Staff will discuss the incident with parents giving regard to the age and stage of development of the children involved.
- An incident in nursery form will always be completed for children if physical intervention has occurred, record a choking incident (parents will be notified of a choking incident as soon as possible). Incident forms will detail what occurred and any treatment given.

Also see food policy that details arrangements for serving, meals, snacks and managing allergies and dietary needs.

Monitoring of Accidents/Incidents

- As part of the ongoing responsibilities to effectively manage health and safety within our nurseries, North Halifax Partnership monitor all accident and incidents. This allows us to learn from any accidents and incidents that have occurred and put measures in place to eliminate and reduce future occurrences.