

## **Accident and Incident Policy**



**LITTLE ANGELS**  
**PRE-SCHOOL**

Part of the Little Angels Group

### **Purpose**

An accident/incident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents/incidents can be avoided and it is our intentions to prevent as many as possible.

We classify an accident as what we have witnessed and an incident as something we did not see.

The Pre-School endeavours to ensure that the children in our care are protected from accidents and injury. Measures are taken to reduce the risk of accidents and procedures are in place in the event that an accident or injury may occur.

We acknowledge that as children grow and develop they may have accidents and that these can occur both at home and whilst at Nursery. This policy sets out measures taken to prevent and reduce accidents and the procedures to follow in the event of an accident.

### **Measures Taken to Reduce Risk**

- Daily safety checks are conducted by supervisory room staff and management on duty before the building is opened to children. This is to ensure that the premises are safe to operate.
- Any faults or damage established from this check are reported to the most senior person on duty and appropriate action is taken to resolve the matter.
- It is the responsibility of the following people in the following circumstances:
  - Broken toys/equipment. This is removed by the member of staff who discovered the issue and reported to the most senior person on duty.
  - A fault with the building such as a broken door, broken toilet seat, lights not working etc. This is reported to the Office Manager who will contact the church committee.
  - Hazards identified within the perimeter of the Nursery such as broken glass on the footpaths are reportable to the Office Manager.
- Appropriate staff ratios adhered to at all times.
- Staff are vigilant to potential hazards and report these to the Nursery Manager or Deputy to be addressed.
- Staff are trained in paediatric, manual handling, and food hygiene
- Staff are trained to complete risk assessments on all planned activities and how to identify and minimise any potential risks
- Staff and to some extent the children, are aware of hazards? I.e. putting toys away tidily etc.
- Staff encourage children to care about their environment and their peers.
- Staff encourage children to identify and report hazards and risks.

## **Investigating Incidents**

All serious incidents will be investigated thoroughly. This includes considering whether a risk assessment needs implementing or if current risk assessments need reviewing. Any equipment which is involved in an incident will be assessed to determine whether it may need repairing or potentially removing from the Pre-School.

## **Qualified First Aiders**

All staff members have a current paediatric first aid certificate.

## **Dealing with a Minor Accident or Injury**

- The situation is assessed.
- Emergency first aid is given as required.
- The child is comforted and reassured as needed and diplomatic honesty is maintained.
- Initial information is collected to help manage the situation and to understand how the accident happened. For example for falls, how far? Has the child eaten a foreign object? If so what was it?
- All accidents and incidents are recorded on the appropriate forms and reported to the parents/carer's on the day. In the case of minor accidents, this will usually be when they collect their child.
- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the child at all times.
- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non injured children are being cared for and reassured appropriately about what is happening.
- Hands should be washed and dried thoroughly after the child/adult is cared
- Plasters are only applied after parental consent has been given.
- Staff members will ensure any cleaning and replenishing the first aid kit is dealt with immediately.

## **Dealing with a Major Accident or Injury**

- The individual with parental responsibility is informed without delay where a child requires further medical treatment, when they have had a bump to the head or any other injury which is deemed to be severe by the Pre-School. If a child injures themselves in such a way that it would be immediately noticeable to the parent on

collection of the child a staff member will inform parents in advance i.e. a graze to their face.

- Emergency services are called where required by delegating to another member of staff; this must be the case in the event of all serious injuries, accidents or illnesses.
- If a child needs to go to hospital they will be accompanied by a familiar staff member until the parent is able to arrive and take responsibility for the child. The member of staff accompanying the child should take appropriate details with them to inform emergency treatment, this information will include allergies, medical conditions, parents' wishes, parent's details, date of birth, home address and Doctors details.
- Other Staff members will ensure any cleaning and replenishing the first aid kit is dealt with immediately.
- A Pre-School accident form will be completed.
- If medical assistance is needed we must inform Ofsted within 14 days that the incident occurred.
- We would also notify the local child protection agency and act on any advice given.

## **Parents Reporting Accident/Incidents that happen away from Nursery**

We have a duty to the overall well-being of all Pre-School children and as part of this commitment we require that any incident resulting in an injury whilst away from the Pre-School is recorded on an Incident Away from Nursery form. This information supports us to look after and safeguard the children at the Pre-School and is then in the child's personal file for future reference. If injuries are not reported but are noticed on the child whilst at the Pre-School, staff members must speak to the Manager before contacting the parents to identify the cause and will require the form to be completed on collection.