



NURSERY

ACCIDENT, INCIDENTS AND INJURY

POLICY

Person responsible:	Lisa Taylor
Date approved by governing body:	Nov 2019
Review cycle:	Every 2 years
Date of policy review:	Oct 2021



NURSERY ACCIDENT, INCIDENTS AND INJURY POLICY

An accident is defined as something that has caused injury to a child, staff member or other adult. St Rose's Nursery works hard to maintain a safe and secure environment for children and their families however accidents are not always avoidable. If a child or children have an accident in the Nursery, they will be given first aid as appropriate and parents/carers informed as soon as possible. Accidents come in different degrees of severity and include near misses; all accidents must be reported and recorded on the required forms.

ACCIDENT AND INJURY PROCEDURES

The person responsible for reporting accidents, incidents or near misses is the staff member who witnesses the accident/incident. They must record it on the appropriate form and report it to the Nursery Manager. This must be completed as soon as the accident is dealt with, whilst the details are still clearly remembered.

- All non-serious accidents must be recorded on the Child Accident and Injury Form as soon as the accident is dealt with (Appendix A)
- The accident must be reported to the Nursery Manager/ Person in Charge as soon as is reasonably possible who will sign the accident form.
- Parents/carers must be informed of any accident or injury sustained by the child on the same day or as soon as is reasonably practical.
- Parents/carers must sign the accident form to confirm that they have been informed.
- Accident forms must be stored in the school office where they are reviewed regularly by the Nursery Manager and Principal
- The Accident and Injury form will be kept for 25 years from the child's date of birth

SERIOUS ACCIDENTS AND INCIDENTS

Serious accidents and incidents are determined by their severity, the degree of parent/ public concern and factors such as:

- Child Protection (see Safeguarding Children and Young People Policy and Procedures)

- Death, serious accident or serious injury
- Incidents/Accidents that result in a child needing to go to an Accident and Emergency Department of a hospital and requiring hospitalisation for more than 24 hours
- Where concerns or allegations arise about a member of staff working with children (see Safeguarding Children and Young People Policy and Procedures)
- Any significant event that is likely to affect the individuals' concerned suitability to care for children

All non-serious accidents must be recorded on the Child Accident and Injury Form as soon as the accident is dealt with (Appendix B)

In the case of a serious accident or incident, the parent/carer will be contacted immediately along with a medical professional and necessary action will be taken. In the unlikely event of the parent/carer not being available, the Nursery Manager / Person in Charge will assume charge and decide on a member of staff to accompany the child to hospital along with all relevant details.

- St Rose's leadership team is responsible for reporting accidents to RIDDOR
- All serious child accidents, injuries or death as defined by Ofsted must be reported to Ofsted
- Post-Accident / Incident / Risk Assessments must be completed

OFSTED

What we must notify to Ofsted:

Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

- The death of a child whilst in our care, or later, as the result of something that happened while the child was in our care
- Death or serious accident or serious injury to any other person on our premises
- Serious injuries (please see the section below for the definition of serious injuries)
- Where a child in our care needs to go to an accident and emergency department of a hospital (and requires hospitalisation for more than 24 hours), either directly from nursery or later, as the result of something that happened while the child was in our care
- Any significant event that is likely to affect any individual's concerned suitability to care for children.

Ofsted define serious injuries as:

- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple pain killers
- acute confused state
- persistent, severe chest pain or breathing difficulties
- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent) chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material

NEAR MISS

All near misses must be recorded to help identify any weaknesses in operational procedures as deviations from normal good practice, may only happen infrequently but could have potentially high consequences.

All near misses must be reported to the Nursery Manager who will, in discussion with the Principal, decide which agencies, if any, should be informed. The Nursery Manager must record near misses as part of good safety management practice

Where a review of near miss information reveals that changes to ways of operating, risk assessments or safety management arrangements are needed, these changes should be put into effect.

GLOUCESTERSHIRE SAFEGUARDING CHILDREN EXECUTIVE (GSCE)

The nursery local child protection agency is GCSE. It must be notified of any serious accident, injury to or death of a child in our care and the nursery must act on the advice given. The Nursery Manager in liaison with the Principal and Designated Safeguarding Lead must use their professional judgment, alongside any guidance they have from the local authority, on which serious accidents or injuries to inform the local child protection agency about.

If there is no written guidance from the local authority then they should be notified of the same serious accidents, or injuries or deaths that are required by Ofsted.

RIDDOR


A RIDDOR incident is one where an accident occurs due to our working practices and the child or visitor is taken off site for further medical attention (i.e. taken to hospital); or where a colleague is involved in an accident at work and is then unable to carry out their normal duties or is absent from work for 7 days or more. These have to be reported within a limited timescale so it is important that accidents are reported immediately following the incident.

Supporting policies and procedures:

- **HEALTH AND SAFETY POLICY**
- **SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**
- **BEHAVIOUR MANAGEMENT POLICY**
- **NURSERY PROMOTING POSITIVE BEHAVIOUR PROCEDURE**

..... *S. Talwar* **Principal**

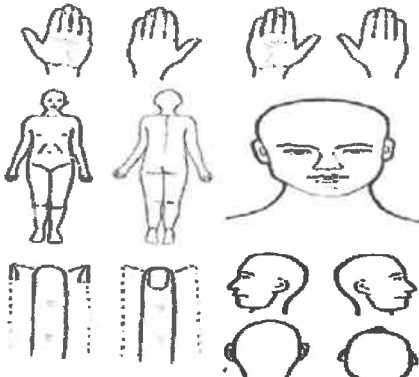
Date *7.11.19*

.....  **Chair of Governors**

Date *7.11.19*

ST ROSE'S NURSERY ACCIDENT/INJURY FORM

Name of Child:		Date of Birth:	
Date and Time of Accident/Injury:		Exact Location - Specify: Inside / Outside; What part of the environment	
Description of accident:			
Description of injury:			
First aid and treatment given:			
Was further Medical Advice sought?	YES/NO If yes give statement: Signed:		
Adults Present:			
Witnesses:			
Action taken following accident e.g. area checked, resource removed,			
Staff dealing with accident name and signature:		Date & time	
Nursery Manager/Person in charge signature:		Date & time	
Lead Nurse signature:		Date & time	
Parent/carer signature:		Date & time	
Review	Name: _____ Signature: _____ Date Logged: _____		
Designated Health & Safety Lead signature:			



Please circle whereabouts on body injury occurred

INCIDENT FORM

The incident form must be completed to record any incident that has caused injury to another child or adult or damage to nursery equipment, even if this is the first time it has happened. Examples could be biting, pushing or throwing and the form is intended to monitor behaviour. Once the form has been signed by the child's parent it must be placed in the child's individual file in the accident folder kept in the school office.

Child's name		Date of Birth	
Date of incident		Time of incident	
Place incident occurred		Staff present	
What happened			
Action taken e.g. positive behaviour action plan			
Staff name and signature		Date and Time	
Nursery Manager/ Person in Charge signature		Date and Time	
Parent's signature		Date and Time	
Incident review and date logged			

