



Building Blocks Preschool and Daycare: Accident/incident policy

Aim

The aim of this policy is to outline procedures to deal with any incident or accident related to the pre-school in a calm, professional and safe manner. The accident and incident policy and procedures support our safeguarding and child protection policies, and support our health and safety measures for everyone at the pre-school – staff, children, parents, visitors, and volunteers / management.

All members of staff present at the premises will hold a current paediatric first aid certificate. The appropriate training will be for a minimum of 12 hours and will be approved by Surrey County Council and will be updated every 3 years.

Accidents:

Where an accident occurs within the pre-school premises, or during a preschool outing we will ensure that the necessary steps are taken to deal with the accident while maintaining the safety of the children as our prime priority

Procedure for Dealing with an Accident

All accidents on the premises are recorded on Building Blocks preschool and daycare 'Accident Form'.

The 'Accident Form' contains details of the following:

1. The time, the date and the nature of the injury.
2. Details of the child affected.
3. The type and location of the injury, for example indoors or outdoors.
4. The action taken at the time, including reassurance to the child and any necessary first aid treatment and any further action taken later such as informing the parents by telephone and by whom.
5. The circumstances involved and the names of any adults involved including a witness and signatures of the staff members involved.

6. Parents will be informed of the accident and asked to sign the accident form on collection of their child.

7. If a child reports an accident that has not been observed by a member of staff then an Accident Form must still be completed and the staff member must detail the nature of the injury and write, 'self- reported by the child'.

8. If a child sustains a head injury whilst attending the pre-school, the necessary first aid steps should be taken and the parents of the child will be contacted by phone to inform them verbally of the accident. Any relevant advice, such as monitoring the child for signs of drowsiness and / or vomiting will be given and recorded on the Accident Form.

9. If a child arrives with a pre-existing injury this will also be detailed on an accident form and a parent's countersignature will be required upon collection of the child.

10. If a child has had an accident but no obvious injury is observed, this will still be documented and parents must still be informed as above Page 2 of 6

11. Completed accident forms are then kept with the child's records in a lockable cabinet to ensure confidentiality.

12. One form per child per accident will be completed

SERIOUS ACCIDENTS

In the event that any child, staff member, volunteer, parent or visitor sustains a serious injury requiring medical attention whilst on the Nursery's premises the following procedure will occur:

The Manager or Deputy Manager will assess the injury and will act decisively and quickly to ensure the safety and well-being of the children and other persons present is maintained.

If it is deemed necessary the person in charge will initially call for medical help and the parents will be informed.

The person in charge will ensure the safety and well-being of all other children present is maintained by ensuring the necessary staff deployment. If necessary an additional staff member will be provided in order to provide support in an emergency situation.

The person in charge will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives

Should the person be taken to hospital, a member of staff will accompany that person until such time as the parents or next of kin arrive. This may or may not be the Manager or Deputy Manager.

The Manager will ensure that all details of the injury are recorded (as above) and that any follow up action, such as phone calls to the parents are also detailed. Ofsted will be notified in writing of any serious injury as soon as is reasonable but in any event within 14 days of the injury occurring.

The local child protection authority will also be informed of any serious injury or death of a child and any advice will be acted upon.

Parents are required to consent to emergency medical treatment prior to their child attending the nursery. Children who do not have parental consent for emergency medical treatment will be unable to attend the nursery.

We will endeavour to respect parents / carer's wishes whilst caring for the child whilst ensuring the safety and well-being of the child is always our priority

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981; is regularly checked by a designated member of staff and re-stocked as necessary,
- is easily accessible to adults,
- is kept out of the reach of children,
- all staff and volunteers are aware of the location of the first aid kits within the setting.

Accident records will be reviewed annually in order to identify any patterns or trends of recurring injuries and subsequent risk assessments will be carried out by the Management Team

INCIDENTS

Incidents that occur within the nursery will be documented. The safety and Well-being of all children attending Building Blocks preschool and daycare is always our first priority.

An incident could be;

Bullying

Fighting

Deliberately inflicting harm on another child e.g. Biting

Causing damage to the property

Any incident will be recorded on BB preschool and daycare Incident Form

This form includes details of:

The child's name

The time, location and details of the nature of the incident, including any possible triggers,

Details of any witness,

Details of any injury that has resulted from the incident,

Details of any action (including any physical intervention) taken by staff members and how the incident was managed (please refer to BB preschool's Behaviour Management Policy)

Signature of staff member and possible witness dealing with the incident page 4 of 6,

Parents will be informed of the incident sensitively, respectfully and in confidence upon collection of the child.

MAJOR INCIDENTS

Where a major incident occurs, BB preschool and daycare will ensure that the necessary steps are taken to maintain and safeguard the well-being and safety of all persons on the premises. Major incidents may include, but are not limited to the following:

1. Death of a child, member of staff, volunteer or parent
2. Fire
3. Burglary or Vandalism
4. Verbal / physical assault on a member of staff, parent / visitor/ volunteer
5. Death of a child / member of staff/ parent or visitor

In the event of a death at the nursery the following procedure will take place

1. The Police will be informed immediately
2. The parents or next of kin will be contacted as soon as possible
3. All children at the pre-school will be appropriately cared for and kept

calm

4. Additional staff will be called in if necessary to support already present staff and children.

5. The Directors of BB preschool will be contacted and informed as soon as possible.

6. The date, time and circumstances will be recorded as a 'major incident'

7. Ofsted will be informed as soon as possible

8. The Health and Safety Executive will be informed in compliance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

In the event of theft or Burglary

Staff will ensure at the end of the day that all doors and windows are securely fastened and locked. The burglar alarm will be set daily by one of the member of staff who is locking up the premises.

The petty cash tin will be kept in a secure location at all times

In the event of a burglary / vandalism, the police will be notified immediately

The Person in charge will record:

- Descriptions of the items stolen, or damage to the property of, or the Premises, the date, time and any other relevant details, including details of any police visit.
- The crime number given by the police will be recorded.
- The Directors of the Nursery will be fully informed as soon as possible of the Incident.

Verbal / Physical Assault

- Verbal / physical abuse towards any member of staff / parent / visitor or volunteer will NOT be tolerated under any circumstances.
- In the event of an assault, the police and Ofsted will be notified as soon as possible.
- Verbal abuse towards any persons will not be tolerated
- Should a person become abusive, all attempts to calm the situation shall be made.
- If a person continues to be verbally abusive than that person may be asked to leave the premises

- If a person refuses to leave the premises, the police will be contacted
- The children will be cared for in an appropriate safe place away from the incident. If necessary extra staff will be called in to support the staff and children already present.
- The incident will be recorded, detailing the time, date, nature and circumstances around the incident, the names of any person / persons involved and / or witnesses and whether any injury has occurred.

NB- If a CHILD has sustained an injury then the procedures outlined in the Safeguarding Policy will be followed, Ofsted and the local safeguarding authority will be notified.

CRITICAL INCIDENTS

- In the event of a critical incident that results in the closure of the Nursery the
- 'Emergency Closure Procedure' will be followed

The safety and well- being of the children is always of paramount importance.

Any serious incidents will be reported as soon as possible, by calling the Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am and 5pm), or by filling in an online form by going to www.hse.gov.uk/riddor

For injuries that last more than three days, Health and Safety executive will be informed within ten days of the incident happening.

Ofsted and Surrey County Council's LADO (Local Authority Designated Officer) will be informed about any incidents involving staff as soon as it is reasonably possible and always within 14 days of the incident happening.

Useful Information

- **Ofsted www.ofsted.gov.uk**

0300 123 1231

Piccadilly Gate, Store Street, Manchester, M1 2WD

- **RIDDOR www.hse.gov.uk/riddor**

0845 300 99 23 Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG