



## Accident and Incident Policy and Procedure

The purpose of this policy is to ensure that when an accident occurs in ToyBox appropriate action is taken, and accurate information is recorded and communicated.

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly.

The safety of your child is paramount, every measure will be taken to protect your child from hurting themselves. However sometimes accidents do unavoidably happen, and the following procedure will be carried out in dealing with the situation:

- The child will be comforted and reassured.
- The extent of the injury will be assessed and if necessary, call for medical support / ambulance.
- The first aid procedures will be carried out if necessary, by a trained first aider.
- Once the child is more settled, the parent/carer will be contacted and informed of the accident and if necessary, to ask you to return to care for your child / meet me at the hospital.

After every accident, however minor:

- An incident report will be completed, signed, and witnessed.
- The parent / carer is asked to sign the accident report and receives a copy via the Family app.
- Accidents are logged and evaluated at the end of each month.

If the incident requires any medical treatment:

- Inform Ofsted immediately – or at least within 14 days (under Standard 14.3 Children Act regulation, inform Ofsted about any significant events).
- Inform Insurance Company.
- Contact the Early Years for additional advice / support.

In the case of a head injury:

- Ensure the parent has been phoned to be notified.
- Ensure the child is given an I bumped my head sticker.
- Monitor the child throughout the day for any changes in health.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.



## First Aid

At ToyBox we pride ourselves on having 100% of staff trained in paediatric first aid. First aid boxes are kept around the setting and visibly labelled with an up-to-date inventory / item list.

The ToyBox Manager is responsible for making sure that all medical information and emergency contact details on the children's documents / files are up-to-date and accurate.

When an accident occurs, it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

## Accident and Incident Procedures

An **accident** is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An **incident** is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

### Dealing with Accidents or Incidents to Children

We keep written records of all accidents, incidents, or injuries to a child together with any first aid treatment given. Any event, however minor, is recorded by completion of an "accident / incident report" and the procedure is the same for both types of events as follows:

- An accident/incident report is completed by a member of staff who witnessed the event.
- The form must be written accurately and clearly.

The form must include:

- Whether it is an accident or incident being recorded
- Date of accident / incident
- Time of accident / incident
- Name and signature of person who dealt with the accident / incident
- Description of accident / incident
- Description of care given
- Name of person who gave care (this must be a paediatric first aid qualified member of staff)
- Description of injury (if applicable)
- Position of injury illustrated (use body map if necessary)
- Witness signature
- Counter signature (must be qualified practitioner)
- Signature of parent / carer

In the event of an incident, both accident and incident reports must be completed. The name of any other child involved in an accident/incident report **must** remain confidential.



## **Procedures for Accidents at Home and Nursery**

Sometimes concerns that a child or young person is suffering or is likely to be suffering some form of abuse will build up slowly over time, and some will be as a response to a child presenting an injury or mark or talking about a worrying issue. All concerns should be discussed with the designated person, with a written record recorded on a record of concern form and shared with the designated person and the parent.

The following procedure should be followed if a child arrives at nursery with a mark or bruise:

- An accident at home form will be completed.
- The key person will write the child's full name, and date of birth on the form, along with the days date.
- The key person will write a full description of the injury and its location on the body.
- The parent / carer's explanation of the injury will be written using their own words, including circumstances when the injury occurred and the date and location of when it happened. For those parent / carers who have literacy difficulties or are unable to write in English the key person will be allowed to write this for them.
- The parent/carer and key person must both sign the form.
- If it is suspected that the mark or injury is not accidental, or due to lack of supervision, the DSL must be informed immediately. A safeguarding concern form including a body map should also be completed.
- The designated person will provide support and guidance and if appropriate make a referral to FDFP or if necessary, the police.
- Marks or bruises on children with a child protection plan, or child in need plan, should be recorded on a record of concerns form and reported to the designated person immediately. A copy of the form should be sent to the child's allocated social worker.

The following procedure should be followed if a child injures themselves at nursery:

- An accident at nursery form will be completed.
- The key person, or whoever witnessed the accident, will write the child's full name, and date of birth on the form, along with the days date.
- The same person will write a full description of the injury and location on the body, along with the circumstances, time and location of the accident / injury.
- If the injury needs first aid treatment this should be recorded, and the parent informed by telephone.
- The key person must sign the form as well as the person who witnessed the accident.
- The parent will be asked to sign the form on collection of the child and a copy of the form will be offered to the parent to keep.

**Policy and Procedure reviewed by Gemma Turner 7 June 2023**  
**Date of next review:**