

Green Lane Nursery

45-47 Green Lane, New Malden
Surrey KT3 5BU
Tel: 07804 438981

ACCIDENT AND INCIDENT POLICY

Aim

Our aim is to ensure that all accidents and incidents that occur in the nursery with children and staff are recorded and dealt in the correct way.

Dealing with an accident

- If a child has an accident or injury in the nursery, we will ensure the child is dealt with in the correct way and the parents will be informed and will be asked to sign an apposite form.
- We will not place any plasters on cuts or sores on children, we will clean the part and apply cold compress if needed.
- We will have a book to record all accidents or incidents with the date, time, nature of accident, what steps were taken and by whom.
- The book will be kept safe and easily accessible to all staff and out of reach of children.
- All staff and volunteers know where it is kept and how to complete it. Parents are asked to sign it.
- The number of accidents will be monitored at least every half term to identify any potential or actual hazards and take actions if needed.
- OFSTED is to be notified of any injury requiring general practitioner or hospital treatment to a child, parent, volunteer, or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with an incident

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- To report an accident or incident contact the Incident Contact Centre (ICC) on 0845 3009923 who will contact the local area office of the Health and Safety Executive.
- Any dangerous occurrence is recorded in our Incident Book.
- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive.
- The types of incidents to be reported include:
 - Break in, burglary, theft of personal or the Nursery's property
 - Fire, flood, gas leak or electrical failure
 - Attack on member of staff or parent on the premises or near by
 - Any racist incident involving staff or family on the Nursery's premises
 - Death of a child
 - A terrorist attack or threat of one
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- The incident book is not for recording issues of concerns involving a child. This is recorded in the child's own file.

First Aid

- There will always be one member of staff with current first aid training on the premises or on an outing at any one time.
- The first aid qualification includes first aid training for infants and young children. The first aider list is situated on the board in the main hall.
- The first aid box will comply with the Health and Safety (First Aid) Regulations 1981.
- We will have a first aid box clearly marked and easily accessible to all staff.

- We will ensure that the first aid equipment will be kept clean, replenished, and replaced as necessary. Sterile items will be kept in their packages until needed. Staff should notify and monitor the equipment used in order to replace the missing items. A list of the items and the regular checks is kept inside the cupboard where the first aid box is stored.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated, or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
- We will have parents' permission for emergency medical advice or where treatment is sought. We will make sure staff are aware of parents' wishes, for example, on cultural and religious beliefs.

Reviewed on 01/07/2023