



# Fledgelings Day Nursery

## Accident & Incident Policy

<b>Policy Name:</b>	Accident & Incident Policy
<b>Adopted By:</b>	Louise Farrow-Brookes
<b>Next Review Date:</b>	25/12/2026



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## **1. Policy Overview**

The welfare requirements state "Providers must keep a written record of all accidents or injuries and first aid treatment."

Providers must inform parents/carers of any accidents or injuries sustained by the child on the same day, or as soon as is reasonably practical, whilst in the care of the providers of any first aid treatment that was given" (Statutory Framework).

All "Manager" responsibilities and actions referred to throughout the policy, would usually be undertaken by the most senior person in charge, in the absence of the Nursery Manager.

## **2. Roles and Responsibilities**

### **2.1 The Manager must:**

- 2.1.1 Ensure that children feel valued and safe within the nursery. It is important that all staff must know and understand how to respond to, record and report any accidents or incidents.
- 2.1.2 Inform children's services (LADO ) of any serious accident, injury or death, and act on any advice from those agencies.
- 2.1.3 Consider first aid qualifications when making staffing arrangements in line with statutory guidelines – "All newly qualified entrants to the Early Years Workforce who have completed a Level 2 and/or Level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at Level 2 or Level 3 in an Early Years setting".
- 2.1.4 Review all accidents and incidents to identify and trends and eliminate/minimise future risk using the Accident/Incident monitoring spreadsheet. Lessons must be learnt to avoid reoccurrence and the relevant Risk Assessments must be reviewed and amended if appropriate.

## **3. General Roles and Responsibilities**

- 3.1 The Nursery Manager, Deputy Manager and all Room/Team Leaders must have a full Paediatric First Aid qualification as defined by EYFS. IF there is any valid reason for any of the senior team to not have a current and relevant first aid qualification, there must be plans in place to attend training as soon as is practicably possible. But must be within 3 months of starting or will not able to be counted in ratio.
- 3.2 A minimum of 85% of all other staff must have the Paediatric First Aid qualification. Persons holding a valid first aid qualification must be listed on a First Aid Information Notice and be accessible to staff and parents.

3.3 The Key Person (with the knowledge/support of the Manager) must ensure that information is shared with parents/carers about any accident or incidents their child has been involved in and must do this in a sensitive, confidential matter.

## **4. Procedures**

### **4.1 In the event of a child-related accident or incident**

- 4.1.1 If a child has an accident or incident, they must be attended to immediately.
- 4.1.2 If they need to receive first aid, this must be given by a person trained in Paediatric First Aid, preferably their Key Person. (There is no reason why a Key Person who is not first aid trained cannot hold and comfort a child whilst first aid is being administered).
- 4.1.3 If the accident or incident is significant and a child needs to go to hospital, an ambulance must be called, and the parent/carer must be contacted. The Child Transfer to Hospital Checklist (appendix 1) must be completed. The Area Manager must be informed as soon as is reasonably possible.
- 4.1.4 The Accident / Incident Form Via the FAMILY APP must be completed whenever there is an accident or injury to a child. The completed Accident and Incident Form must be shown to the Nursery Manager, Deputy, or Senior who must check and authorise the form before posting.
- 4.1.5 The parent/carer arrives, they must be asked to acknowledge the accident or incident the form via Family app.
- 4.1.6 In the event of a serious accident or incident, the Serious Incident Report (appendix 2) must be completed and forwarded to the Area Manager within 48 hours. The appropriate

### **4.2 In the event of a child receiving a head injury**

- 4.2.1 A first aid trained member of staff must monitor the child for the following symptoms:
- Vomiting more than once in one day
  - Dizziness or balance difficulties
  - Any signs of blood or watery fluid coming from the nose or ears
  - Any complaint of headache
  - Any fits/convulsions
  - Unusually sleepy/drowsy or hard to wake up
  - Any complaint of 'seeing double' or 'blurred eyesight'
  - Any changes in behaviour or generally appearing to be unwell
- 4.2.2 Monitoring checks must be recorded on the Head Injury Monitoring Form (appendix 3) every 30 minutes. The Head Injury Monitoring Form must be continually completed until the child leaves the Nursery for the day. This must be photographed and uploaded onto the child's Family account for the parent / carers

reference. The head monitoring form must then be scanned to the nursery email to then be saved onto the child's individual file.

4.2.3 The Key Person (with the knowledge/support of the Manager) must contact the parents/carers to advise them of the injury and to advise them that we will monitor the child for the rest of the day / time they are in our care. If we were to have any signs of concern we will call parents to ask them to collect and seek further medical advice if necessary.

4.2.4 Staff must follow procedures 4.1.2 -4.1.7 as detailed above

### **4.3 Pre-existing Injuries**

4.3.1 pre-existing definition – any injury that occurs as a result of an accident or incident away from the nursery whilst the child is not in the care of the nursery.

4.3.2 If a child arrives at the nursery with visible injuries such as bruises, cuts, wounds, bandaged areas etc., or a pre-existing injury is later discovered, staff must follow the procedure as detailed in the Child Protection Procedure and complete the Pre-Existing Injury Form / Accident at home form (Appendix 4).

4.3.3 Once this has been checked and confirmed by Nursery Manager this will be entered onto the cpoms central system.

### **4.4 Accidents or incidents involving staff**

4.4.1 If a member of staff required first aid treatment, this must be given by a person suitably trained in first aid.

4.4.2 If the accident is significant and the member of staff needs to go to hospital; an ambulance must be called and their next of kin informed.

4.4.3 In the event of 3.4.2, the Manager must report to Area Manager who must then inform Operations Director and HR. A Serious Incident Report (appendix 2) must be completed and forwarded to the Regional Manager within 48 hours who will support with notifying regulatory bodies, if applicable.

4.4.4 The Staff Accident and Incident Form (appendix 6) must be completed whenever there is an accident or injury to a member of staff, and this must be signed as soon as possible after the accident by that member of staff.

4.4.5 A copy of the completed Staff Accident and Incident Form (appendix 6) must be offered to the member of staff, a copy sent to HR and the original filed in their staff file. The nursery Manager needs to inform HR of this. This form can also be completed via Employment hero

4.4.6 If a member of staff needs to be off work for more than three days, not including the day of the injury this must be reported to RIDDOR via the Company Health and Safety Consultants and referred to HR and the Area manager.

## 5. Appendices

Appendix	Description
1	The Child Transfer to Hospital Checklist
2	Serious Incident Report
3	Head Injury Monitoring Form - Editable Version
4	Pre-Existing Injury Form - New Version
5	I Bumped My Head Form
6	Staff Accident/Incident Report Form

### Review History

Date Approved	Reviewed By:
03/01/2023	Louise Farrow-Brookes
23/05/2023	Anne Marie Bibby
12/12/2023	Salma Khodabaksh
25/06/2025	Louise Farrow-Brookes