

# **Accident, Injury & Incident Policy (including existing injuries)**

**Policy Statement:** At the Childrens Learning Centre, we prioritise the safety and welfare of every child in our care. This policy outlines our procedures for accident prevention, appropriate and prompt response to injuries, and safeguarding the well-being of children during emergencies. We meet our legal requirements in respect of the safety of our employees and the public by complying with the Health and Safety at work act.

## **Preventing Accidents:**

- Regular visual risk assessments of indoor and outdoor areas, equipment, and activities are carried out daily.
- Immediate resolution of identified hazards. Any concerns are also noted in our Health & Safety meetings.
- Age-appropriate education provided to children on personal safety and awareness of potential risks.
- Clear induction for all staff on the prevention of accidents/incidents.

## **Supervision and Staff Ratios:**

- Maintain staff-to-child ratios as per the statutory requirements.
- Staff will provide active supervision, promptly intervening to prevent accidents occurring wherever possible.

## **First Aid and Medical Assistance:**

- All staff hold Paediatric First Aid certification, compliant with EYFS standards.
- Named staff with First Aid at Work qualifications.
- Clearly labelled and regularly checked first aid kit is always accessible.
- Immediate contact of emergency services for serious injuries or medical conditions, followed by prompt parental notification.

## Reporting:

- Accurate recording of any accidents or injuries in the relevant Accident, Incident and Existing injury Records will need to be completed. Alongside our main accident at work record keeping, which complies with the Health and Safety at work act, we also have other forms for minor incidents, injuries and ailments to help inform parents.
- **Accident Record Book in office** – is for any accident requiring significant first aid for a child, parent, staff member or any other person in the workplace. This book has been produced to ensure that as an employer we are compliant with legislation for recording accidents in the workplace. This must be completed immediately following the accident. Include personal details, while having regard for GDPR and as much detail about the accident and injury as possible.
- **Children's Incident Record** – is for any minor injury that a child has while at the nursery. Staff must complete the form with child's name and DOB, time and date of injury and place it occurred. Including the description of injury along with any first aid administered and the condition of the child following the incident. Use the body map to indicate the injury and ensure the parent has signed the form at feedback. Any recorded injury to the face or head, no matter how minor will need a photocopy of the form for the parent to take home to monitor the child.

- **Existing Injuries** – is for any child coming into the setting with an existing injury from home. This form must be completed by staff when the injury is detected or if the parent tells us of the injury on entry to the setting. Either way an Existing Injury form must be completed. If another family member is collecting, then staff must contact the parent direct to inform them an injury has been recorded and to gain the necessary information about how the injury was sustained. On collection the form will need to be signed by the parent or guardian collecting, if the parent has been informed by phone.

Existing injury forms can also be a crucial tool to safeguard children by helping to identify potential patterns of injury, identifying suspicious injuries and creating a recorded paper trail if needed for safeguarding concerns.

An existing injury form also makes it clear that the injury was not sustained from the setting, safeguarding ourselves from any accusation.

Existing injury forms contain the child's name, DOB, date injury was seen and by which member of staff and indication on body map of the injury noted

The parent is then asked on collection or time off reporting, to complete the rest of the form, stating how the injury happened, who was present at the time and details of the injury. Both the staff member and the parent/guardian sign the form. If the parent is unable to complete the form for any reason, they need to be contacted and asked to complete at the earliest point. Record date of contact on form.

- Records are kept in a safe and secure place, accessible to staff.
- Records include child's details, date, time, location, nature of injury, response provided, and persons involved.
- Records reviewed regularly to identify patterns or recurring issues, taking preventative action as necessary.
- Any serious accident, illness, injury or fatality to any child must be reported to Ofsted as soon as possible, but at least 14 days of the incident occurring.
- Local child protection agencies must also be notified of any serious accident, injury or fatality to any child while in our care. We must act on any advice given.

### **Parental Notification and Communication:**

- Parents/legal guardians informed immediately by phone, following any significant injury or emergency, with clear communication on circumstances and actions taken.
- Minor injuries communicated to parents at the earliest practical opportunity upon collection, with details of first aid administered and any required follow-up.
- Parents/guardians must sign the necessary form once explanation and advice have been given by the member of staff seeing out.
- Parental/guardian consent given prior to child commencing at nursery to contact emergency services if required.

### **Emergency Contact Information:**

- Maintain up-to-date emergency contact details, including parental information and at least 2 alternate contacts, where possible.
- Medical conditions, allergies, and any specific needs to be updated regularly.
- Parents are responsible for promptly updating the setting if there are any changes in their child's emergency information.

