



Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

ACCIDENT AND INCIDENT POLICY

Accidents

At Humpty Dumpty Pre-School the children's welfare and safety is paramount, therefore all accidents or incidents will be dealt with professionally and confidentially and will be recorded at the time of the event. These records will only be shared with the parents, staff, Ofsted or if it is necessary to do so, other appropriate Health and Safety Agencies.

All qualified members of staff will hold a 'Level 2 Paediatric First Aid' qualification ensuring there is a minimum of 2 qualified first aiders present every day. Staff will update their First Aid qualification every 3 years, as is currently required, and the following staff currently hold a Paediatric First Aid Certificate:

Nikki Harris Julie Thomas Beth Mowen Lorraine Hunt

The green first aid box is kept by the kitchen hatch during sessions and is checked every half term. It contains an up to date list of all equipment so that any contents used or that become out of date can be disposed of and renewed. Julie Thomas is currently in charge of this duty.

In the event of an accident a qualified member of staff will provide appropriate first aid and care to the injured child and, if necessary, another member of staff will reassure the other children. The accident will be logged onto an 'Accident Report Form' as soon as is possible, stating the name of the child, date, time and where the accident occurred. The nature of the accident, injuries sustained and any treatment given must also be recorded on the form. The person dealing with the accident and any other staff present must record their names and the form must be signed off by the Manager/Deputy Supervisor. When the parent/carer comes to collect the child, the form must then be signed by them and the carbon copy given to them as a record of the accident. The 'Accident Record Forms' will be reviewed every half term or sooner if necessary, to identify any recurring trends. If any are found a risk assessment will take place immediately and any necessary action will be taken.

If the injury is serious, every effort will be made not only to reassure the injured child but those others in the Pre-School. The injured child's parents will be contacted immediately. If the child needs emergency hospital treatment and the parents cannot be contacted the first emergency contact will be called. Failure to contact this person will mean a member of staff accompanying the child in the ambulance ensuring they take the child's emergency medical treatment form (located under 'children's records' in the filing cabinet) with them. The member of staff will be aware of any allergies/cultural religious beliefs the child may have. Under no circumstances will a child be taken to hospital in a member of staff's car. Another appropriate adult such as a committee member, staff or a parent will be called in to replace the member of staff as soon as is possible. If, however, a suitable person cannot be found to help, all the remaining children's parents/carers will be called to collect their child. We will continue to call the injured child's parents until they have been informed of the accident.

Children attending the setting with an existing injury will have a body map completed and parents will be asked how the injuries occurred. The body map must be then signed by the parent. The body map will be kept in the accident folder in the filing cabinet.



Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

Incidents

Incidents can occur in many different forms such as bullying or inappropriate/unacceptable behaviour, an extreme reaction to a common situation such as hysteria on hearing the fire bell or a developmental achievement such as being able to unlock the front door. An incident could also involve a stranger near or in the setting.

In the event of any such incident the person who witnessed the incident should be responsible for recording it although it should always be signed off by the Manager. The incident report should include the child/children's or persons names, time, date and location of the incident. It should include information such as 'What triggered the incident?' the nature of the incident and the people involved and those who witnessed it. Finally it must state how the situation was handled, if any kind of restraint was used and the consequences. Any other persons/children who were involved but do not need to be named must be written as child 'A' etc. to protect confidentiality. If any person/child is hurt the accident procedure will take place and as with accidents, all incident records must be signed by the parent/carer and a copy kept and filed in the 'incident records'.

If an incident occurred involving a stranger, the children will be reassured and kept together in the safest place at the time of the incident. The police will be called and all staff and children will remain together until they arrive. An incident report will be completed as will a risk assessment. Ofsted will be notified and any advice given will result in immediate action.

Any serious accident, serious illness or the death of a child whilst in the care of the setting must be notified to Ofsted and RIDDOR (Reporting Injuries, Diseases, Dangerous Occurrences Regulation, 1995) as soon as is possible or at least within 14 days of the accident or incident. The Local Child Protection Agency must also be notified.

If any incidents involving staff should occur, Ofsted and the Surrey County council LADO (Local Authority Designated Officer) should be informed as soon as is possible or within 14 days.

Should an accident or incident occur on the premises after parents/carers have arrived to collect their children staff will offer assistance, but the setting will not be liable as the children become the responsibility of the parents/carers from the time they are collected.

This policy was adopted by Nikki Harris for Humpty Dumpty Pre-School and updated on Monday 10th August 2015. This policy was reviewed and updated on 5th August 2017.

Signed: Chairperson Date: