Accidents and Incidents

Reviewed: July 2025
To be reviewed: July 2026

Accidents can be very distressing for anyone involved so at Little Learner's Nursery Group we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

Accident vs Incident
The main difference between 'accident' and 'incident' is the former does result in personal injury or property damage. While the latter doesn't result in personal injury.
You can categorise an incident under two sub-categories:
- *Near miss (which is an internal recordable incident and should be investigated and recorded).*
- *Dangerous occurrence which is reportable under RIDDOR and should be reported within 10 days.*

Accidents

Location of accident files: Base rooms in the room management folder and later transferred to storage folder in the room

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it on an Accident Form and report it to a senior member of staff, the senior staff member must then read and sign the form. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. If the accident is serious this must be reported to the manager. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child. This then gets filed.

  For head injuries, the parent must be given a courtesy call and the manager must be informed. There is additional paperwork for head injuries. A head injury form will be given to parents that states the symptoms to look out for in case the child's concussion develops whilst at home

- Accident forms are checked regularly for patterns *e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen.* Any patterns will be investigated by the nursery manager.

- The nursery manager will report serious accidents to the Executive

Leader for investigation or for further action (i.e. a full risk assessment or report)

● The nursery manager is responsible for ensuring that medical and emergency contact information is readily available and accurate

Serious Incident: Diseases and Dangerous Occurrences Regulations (RIDDOR)

• Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately

• For a major incident the nursery manager will also inform the insurance company in writing

● The nursery will complete a RIDDOR form when appropriate
https://www.hse.gov.uk/riddor/

• The nursery manager will report any incidents of a serious nature to Ofsted

● Managers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

Transporting children to hospital procedure

• If the injury is severe, we will call for an ambulance immediately. We will not attempt to transport the injured child in personal vehicles

• Whilst waiting for the ambulance, we will contact the parent and arrange to meet them at the hospital

• A senior member of staff will accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team will also be informed immediately

• Staff will remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.

<u>First aid</u>

- The first aid boxes are located in the base rooms. These are accessible at all times with appropriate content for use with children.
- The Nursery has numerous members of staff on site at all times who are paediatric first aid trained and this training is updated every three years to ensure it remains current.

- All first aid trained staff are listed in each room. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid and who carries an appropriate first aid box at all times.

<u>Personal protective equipment (PPE)</u>

- The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

<u>Dealing with blood</u>

- Staff will always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

- Staff will wear disposable gloves and wipe up any blood spillage with disposable cloths using the appropriate cleaning chemical. Such solutions must be carefully disposed of immediately after use.

- The nursery will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

<u>Needle puncture and sharp object injury</u>

- Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must

be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, all needles, broken glass etc… will be treated as contaminated waste. If a needle is found the local authority will be contacted to deal with its disposal.

The nursery treats its responsibilities and obligations in respect of health and safety as a priority and will provide on-going training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

<u>Staff accidents</u>

- Complete accident book (kept in manager's office) file away in staff file.
- Risk assessment if needed.
- RIDDOR if required