

ACCIDENT & INCIDENT POLICY

To ensure that when an accident or incident occurs in Worstead Pre-school, appropriate action is taken, and accurate information is recorded and communicated.

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly.

The safety of your child is paramount, every measure will be taken to protect your child from hurting themselves. However sometimes accidents do unavoidably happen, and the following procedure will be carried out in dealing with the situation:

- The child will be comforted and reassured
- The extent of the injury will be assessed and if necessary, call for medical support/ambulance
- The first aid procedures will be carried out, if necessary, by a trained first aider
- Once the child is more settled, the parent/carer will be contacted and informed of the accident and if necessary, to ask you to return to care for your child/meet me at the hospital. For minor accidents parents/carers will receive notice from FAMLY which they will be asked to acknowledge.
- A phone call to the parents or carers will always be made following a head injury if deemed necessary by trained pediatric first aid staff.

After every accident or incident, however minor:

- An accident or incident report will be completed by the witness / staff member
- The parent or carer receives notice through FAMLY
- Accidents are logged and evaluated a, any patterns in accidents or injuries will be risk assessed and adaptions to the room, garden or routine will be made to ensure accidents/ incidents are kept to a minimum.

If the accident or incident requires any medical treatment: (other than what pre-school can provide) The following contacts will be made

- Inform Ofsted immediately
- Inform Insurance Company
- Contact the Early Years for additional advice/support

In the case of a head injury.

- Ensure the parent or carer has been phoned to notify.
- Monitor the child thoroughly throughout the day for any changes in health.
- Update parents/cares on FAMLY by uploading a head injury monitor form.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Age-appropriate assessments are carried out such as following simple instructions / waving/counting/etc.

First aid

Worstead Preschool pride ourselves on having 100% of staff paediatric first aid trained. First aid boxes are visibly labelled up with an up-to-date inventory/item list.

The preschool manager is responsible for making sure that all medical information and emergency contact details on the children's documents/files are up to date and accurate.

When an accident or incident occurs, it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

Accident & Incident Procedures (examples)

An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An Incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

Dealing with Accidents or Incidents to Children

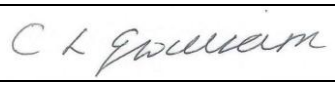
We keep written records of all accidents, incidents, or injuries to a child together with any first aid treatment given. Any event, however minor, is recorded by completion of an "accident/incident report" and the procedure is the same for both types of events as follows:

- An accident/incident report is completed by a member of staff who witnessed the event
- The form must be written accurately and clearly

The form must include:

- Whether it is an accident or incident being recorded
- Date of accident/incident
- Time of accident/incident
- Name of person who dealt with the accident/incident
- Description of accident/incident
- Description of care given
- Name of person who gave care (this must be a paediatric first aid qualified member of staff)
- Description of injury (if applicable)
- Position of injury illustrated (use body map if necessary)
- Witness name
- Acknowledgment from parent/carer

In the event of an incident, both accident and incident reports must be completed. The name of any other child involved in an accident/incident report **must** remain confidential.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1st September 2026
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