

Accident and Incident Policy

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Record of Alterations

Version 1.0 Original

Approved by Chris Sellers

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AIM

At The Mount Nursery, the safety of all children is paramount, and we have measures in place to help protect children. However, accidents can sometimes unavoidably happen. We follow this policy to ensure that all parties are supported and cared for when accidents or incidents occur, and that the circumstances are reviewed to minimise any future risks.

RECORDING AND REPORTING OF ACCIDENTS & INCIDENTS

Accidents and incidents within the nursery setting are governed by Health and Safety legislation and Ofsted guidance based on the Early Years Foundation Stage (EYFS). Some accidents must be reported to one or both parties. Accidents fall into two main categories: minor and major. All accidents should be treated and monitored, as minor incidents can escalate into major ones.

Minor Injuries (as defined by Ofsted):

- Scratches
- Cuts
- Head injuries
- Sprains
- Bruising/Red Marks
- Bumps

Major Injuries (as defined by Ofsted):

- Fractures
- Dislocations
- Loss of consciousness
- Amputation
- Prolonged absence

All accidents that occur at the nursery will be documented in Famly on the same day. Parents will be notified via Famly as soon as possible, and they will be required to acknowledge receipt. For more serious injuries, parents will be contacted directly by phone. If a head injury occurs, parents will be called immediately, and the child will be monitored throughout the day.

TERMLY ACCIDENT OVERVIEW

Accidents will be reviewed and evaluated to track patterns in their frequency, type,



and location. These reviews will form part of the Head Teacher's report to the Director. If there is a high number of accidents, the Nursery Management team will take action to mitigate risks, including updating risk assessments where necessary.

SERIOUS ACCIDENT & INCIDENT PROCEDURE

If a child, employee, or visitor requires immediate medical attention beyond basic first aid, the following procedure applies:

1. A trained first aider assesses the injury.
 2. Call 999 if necessary.
 3. Notify a member of SLT.
 4. Notify the parent, guardian, or next of kin.
 5. Determine any medical needs, including medication.
 6. Complete the accident form while details are fresh.
 7. Take time to reflect and seek support if needed.
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FIRST AID ASSESSMENT FOR SUSPECTED FRACTURES

If a child is unable to use a limb or bear weight, the first aider should immobilise the limb and keep the child comfortable while waiting for paramedics. First aiders should come to the child, rather than moving the child to them, to avoid worsening any injuries. Moving children from the point of the accident to a safe place should only be considered once a first aider has assessed the child.

HEAD BUMPS

Head bumps must be recorded on the accident form in Family, and parents must be contacted by telephone as soon as possible to inform them before the child is collected. The child will be assessed to determine if medical attention or an ambulance is required.

ACCIDENTS & INCIDENTS INVOLVING EMPLOYEES

Employee accidents are treated with the same care and attention as those involving children. Accidents should be recorded using the school's procedures (please refer to Health and Safety policy). If the employee is unable to return to work or complete normal duties for more than 7 days, the injury is classified as major.



NOTIFIABLE ACCIDENTS – HSE / Ofsted

The nursery manager or registered provider will report any serious accidents to Ofsted and the local authority children's social care team within 14 days. If necessary, accidents will also be reported to the Health and Safety Executive (HSE) under reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) within 10 days.

OTHER RELEVANT INFORMATION

Additional information, such as CCTV, photographs, or communication records, may be required to support accident reports. This includes emails between the nursery and parents, Ofsted, or environmental health, as well as risk assessments and safety checklists.

