

## **Chollerton Pre-School Ltd**

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### **Chollerton Pre-school** **Accident & Incident Policy**

The purpose of this policy is to ensure that when an accident occurs at Chollerton 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, if needed 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
- A phone call to the parents or carers will always be made following a head injury

#### **After every accident, however minor -**

- An incident report will be completed, signed, and witnessed
- The parent /carer is informed at pick up time
- Accidents are logged and evaluated at staff meetings at the start of every half term any patterns in accidents or injuries will be risk assessed and adaptations to the room, garden or routine will be made to ensure accidents / incidents are kept to a minimum

#### **If the incident requires any medical treatment -**

- Inform Ofsted immediately – or at least within 14 days (under Standard 14.3 Children Act regulation, inform Ofsted about any significant events)
- Inform Insurance Company
- Contact Northumberland Early Years for additional advice / support

#### **In the case of a head injury -**

- Ensure the parent has been phoned to notify
- Ensure the child is given an I bumped my head sticker
- Monitor the child thoroughly throughout the day for any changes in health

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.

## **First aid**

At Chollerton Pre-school we pride ourselves on having 100% of staff paediatric first aid trained. The First aid box is located on the shelf in the kitchen area and is visibly labelled with an up-to-date inventory / item list.

The Pre-school 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 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 -**

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 and signature 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 signature
- A duplicate copy is given to parent/carer on collection
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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.

This Policy has been agreed by the Chollerton Pre-school committee

Signed by Pre-School Manager .....

Signed on behalf of the committee .....

This Policy was reviewed in June 2023