



Oscar Bears' Day Care

Oscar Bears Day Care - Accident and Incident Procedure

Introduction

Whilst at Oscar Bears your Childs safety and welfare is of the utmost priority, and procedures (Please see risk assessments) have been put in place to minimise risk. However we do recognise that on occasions children may be involved in an incident or accident. The following document sets out how staff will deal with any accidents or incidents that take place at Oscar Bears Day Care. All incidents and accidents however minor will be fed back to the Childs parents/carers.

Accidents

At least one person who has a current pediatric first aid certificate must be on the premises at all times when children are present.

There must be at least one person on outings who has a current pediatric first aid certificate.

First aid training must be approved by the local authority and be consistent with guidance set out in the Practice Guidance for the Early Years Foundation Stage. Training must be a minimum of 12 hours and renewed every three years.

The following procedure must be followed in the event of a minor accident:

- If the child has a minor accident while at nursery, the injury will be assessed by a qualified First aider and if necessary a senior member of staff.
- It will be treated by using a cold compress and T.L.C.
- Details will be recorded on the Accident Form.
- Allow the child time to recover in a quiet place with supervision.
- Parent/careers will be informed upon collecting their child of the accident that has taken place, parents will be asked to read and sign the relevant accident form. Parents may take a copy of the accident form upon request.

In the event of a more serious accident:

- The First Aider will assess the severity of the situation and comfort the child. First aid will be administered if required and if safe for all parties to go ahead.
- If required the manager, deputy, or nominated First aider will ring for further Medical Aid.
- The other adults in the session will ensure the children are kept away from the area of the accident/illness and reassure if necessary.



- The Manager or nominated adult will contact the parent as soon as possible and arrange to meet them at Nursery or Hospital. If an ambulance has been called and the Parent/career cannot be with the child a senior member of staff will accompany the child.
- The senior member of staff will take the Childs registration forms, medical forms, medication (if relevant) and any other belonging included comforters.
- The circumstances of the accident/illness will be recorded on accident and incident forms as soon as possible after the child has been cared for.

Please note that upon registering at Oscar Bears Day Care you will be asked to sign a form allowing us to seek emergency medical advice/intervention for your child. If you have any comments or concerns about this please speak to a member of management.

The manger/deputy will make a decision as to whether it is necessary to report an accident/incident to a parent during the day if it is not necessary for the child to be collected. They may wish to ring and discuss with parent as to whether they think it is necessary to collect their child or if they wish the nursery to continue to monitor the child. A decision might be made to contact a parent purely because there is something unsightly to report and they do not wish upset them upon arrival at nursery. What decision to make will be based upon the staffs experience and knowledge of the child and their family. Any uncertainty will result in the parent being called or contacted in some way.

The above procedures will be followed for both adults and children in attendance at Oscar Bears Day Care. Accident forms will also be completed when an accident has taken place but there is no apparent injury.

Following an accident taking place staff have a duty to consider what happened and why. If equipment or the way in which the environment is being used is at fault changes must be made immediately. If this is not possible children must be given restricted access and a sign placed up in order to warn others. Management will contact maintenance who will attend and fix the offending item/area. The outcome of the staff review must be documented on the accident report.

Accident reports must contain the following information:

- Child full name
- Date accident took place
- Time accident took place
- The nature of the accident.
- The circumstances of the accident.
- The type and location of the injury.
- The action taken at the time and/or any action taken later. It must also be documented if you plan on closely monitoring the child (i.e. in incidences of bumped heads).
- Full name of person who dealt with the accident.
- Full name of person/s who witnessed the accident.



- Signature of the person who dealt with the accident, signature of manager/named deputy and signature of parent upon collection.

Management will monitor and review the accident forms on a monthly basis. This will help determine if there is any 'trends' occurring with regard to accidents within the nursery. Any finding will be documented in the accident folder.

Occasionally due to human error; an accident form will go unreported and

Unsigned. In this instance the parent carer will be contacted as soon as soon as possible. A note of this will be made on the accident record.

The parent will be asked to sign the record at there earliest convenience.

Incidents

Incidents that must be recorded include...

- Fighting
- Biting
- Bullying
- Incidents of physical intervention by an adult (please see Behaviour policy).
- Use of swearing/ unacceptable language.

Staff may wish to record other incidents; this will be fully discussed with management. If agreed the incident type will be added to this policy document.

If staff are unsure if an incident should be recorded they may discuss with management.

The following information must be recorded on an incident form...

- Full name of child involved in the incident.
- The names of any other Children not directly involved in the incident will be attached to the back of the incident report after it has been signed by the parent in order to uphold confidentiality.
- The time of the incident.
- The date of the incident.
- The location of the incident.
- The nature of the incident.
- Trigger of the incident (if any).
- The way in which the incident has been dealt with.
- Full name of persons who witnessed incident.
- Full name of staff member who dealt with incident.
- Signature of Person who dealt with incident and the manager.
- Signature of the Childs parent/carers, to acknowledge their knowledge of the incident.

The incident report must be written subjectively and only record the facts. **Staff must not record their own opinions.**



Oscar Bears Day Care recognises that some incidents may be difficult for the parent/carer of the child involved, but the incident will be dealt with sensitively and you will be informed away from other parents. Oscar Bears Day Care will work with parents/ carers in order to overcome any incidents that occur (Please see Behaviour Management Policy).

Parents will be informed of incidents that occur within the nursery that their child has been witness to. Parents will only be told the basics and not any personal details. This will only happen when it is in the children's best interest to do so (i.e. to offer ongoing comfort to the child) and at the managements discretion.

Reporting

Oscar Bears Day Care has a duty to report to OFSTED (0300 123 1231) any serious accident, injury or death of a child in our care or adults on the premises. Notice must be given as soon as reasonably possible, but failing that within 14 days of the accident/incident.

Oscar Bears Day Care has a duty to report any serious accident injury or death to a child whilst in our care to West Sussex County Council Child Protection agency (01403 229900 9.00am-5.00pm or out of hours 01903 694422)

Policy written by: Laura Mills

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