

Accidents and Incidents Policy

Health and Social Care standards: 4.14, 5.17

Policy Statement

The purpose of this policy is to ensure that when an accident occurs within Hillside School Nursery appropriate action is taken and accurate information is recorded and communicated.

An accident is classed as an occurrence which has resulted in an injury to one or more persons.

Who is Responsible?

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of first aid and that there is always at least one member of staff on duty who has a valid first aid certificate.

Where possible, the member of staff who has administered the first aid should be the one to write the accident report and ensure that it is signed by the parent(s)/carer(s) of the child or children involved. Where necessary, parents/carers will be notified prior to pick-up.

How is the Policy Implemented?

At least 1 member of staff, holding a valid first aid certificate, will always be on duty. First Aid certificates are displayed in the staff area, stating who the first aiders are in the nursery.

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 further medical assistance is required.

Medical information will be audited in accordance with ongoing quality assurance processes. It is the responsibility of the manager to ensure that these are kept up to date. Parents/Carers should inform the setting as soon as is possible of any changes to emergency contact details or information provided within registration documentation. Relative details will be checked by staff members as part of personal plan meetings also. If required, emergency contacts details can be found in the contacts folder.

If an accident occurs: -

- A first aider will complete any necessary checks and apply/advise first aid/next steps as appropriate.
- All accidents resulting in injuries will be recorded in Aberdeenshire Council's **First Aid Minor Injury Record**. Accidents resulting in more serious injuries will be recorded centrally, online through Aberdeenshire Council and reported to Care Inspectorate through the E-Forms system with 24 hours.
- Parents/Carers will be asked to read and sign the accident book and will receive the white copy for their own personal records.

- These procedures will also apply for head bumps. In addition, parents/carers will receive a Hillside School **Head Bump Notification Letter** which details advice for monitoring at home. This will be completed and signed by the most relevant practitioner.
- Parents/Carers will be notified of any accidents by phone or in person (prior to pick-up if required).
- For accidents/incidents resulting in serious injuries (requiring an immediate, emergency response) Hillside's **Emergency Planning** Protocol must be followed. Step-by-step instructions are displayed next to the nursery phone for reference.

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record. This record will be signed by the first aider and by the parent or carer of the child.

If the injury is minor but requires medical assistance, the first aider will contact the parent/carer to inform them and advise that the child visit the Health Centre. Should the first aider need to take a child to the nearest medical centre, for whatever reason, the child's medical information and registration forms should be taken with them. A member of staff at the setting should continue to attempt to make contact with the parent or carer (if previously unsuccessful) to inform them of the accident and the actions that have been taken. Upon returning to the setting the first aider should complete an accident report and have it ready for the parent/carer to sign.

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately, following the **Emergency Planning** protocol, and a member of staff should accompany the child to the hospital. The child's registration forms containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the accident and what hospital the child has been taken to.

Recording Accidents

All accidents and injuries, however minor, must be recorded in the accident book. The accident record should include the following:

- Name of the child
- Date and time of accident
- How the accident occurred
- The extent of the injury
- What treatment if any was given

Regular monitoring

The child's parent or carer must sign the accident record and any incidents which required hospital treatment will be reported to Aberdeenshire Council and the Care Inspectorate within 24 hours.

Incidents

Statement

The purpose of this policy is to ensure that when an incident occurs within Hillside School Nursery, appropriate action is taken, and accurate information is recorded and communicated. An incident is an occurrence which may, under certain circumstances, cause an injury or significant upset to one or more persons as the results of behaviours and actions.

Who is Responsible?

It is the responsibility of every member of staff to ensure that incidents are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of incident management for Hillside School Nursery. It is the responsibility of the member of staff who has dealt with the incident to write the Incident in the nursery incident book and to inform the parent/carer of the incident.

How is the Policy Implemented?

Any incidents, or observed patterns of behaviours/actions, which may cause harm to one or more persons must be dealt with in a timely manner and recorded appropriately. Minor incidents are classified as incidents which whilst they may require first aid but do not require medical or external assistance from the authorities. Major incidents are classified as incidents which require medical or assistance from external agencies e.g. the police.

If the incident is minor and does not require medical or external assistance, the member of staff should address the incident using the approved methods of the setting and complete an Incident record.

If the incident is minor but first aid is required, the first aider will assess the situation and administer first aid as appropriate. A member of staff will complete the incident record and assist in the completion of the accident record. The parents or carers of the child or children involved in the incident should be contacted and informed of the incident. The parents or carers should also sign the completed accident records when they arrive to collect their children. ***For further information, please refer to Hillside School Nursery's Accidents Policy- found at the beginning of this document.***

If the incident is serious and medical treatment or external agencies are involved, a member of staff should call the appropriate agency immediately. If medical treatment at the hospital is required then a member of staff will follow our **Emergency Planning** protocol (see Accidents section of the policy). The child's registration forms containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately of the incident and what action has been taken. In some extreme cases the member of staff may also be required to contact the police. If this is the case a staff member will inform the parents or carers that this has been done and the reasons for this.

Recording Incidents

All Incidents, however minor must be recorded in the Incident book. The Incident record should include the following:

- Name of the child
- Date and time of Incident
- Details of the incident
- What action was taken

For further details regarding the recording of accidents as the results of an incident, please refer to the Accidents section of this document.