

Auchinairn Early Years Centre



Accident / Incident Policy

In the event of a child suffering an incident whilst in nursery the following procedure will be carried out:

- First Aid procedures will be carried out by our qualified First Aider
- Staff will complete an Accident/Incident Report on the child's Learning Journal stating details of incident and the care given
- Report will be checked by the Senior Management Team before then submitting an email to the parent/carer to sign off
- In the event of a head injury the parent/carer will be informed by phone
- Staff will inform parents/carers at collection that the child has an Incident form to be signed off.
- If the parent/carer has not signed the incident form off in one day this will be emailed to them again. If it still hasn't been signed off this will then be printed for the parent to sign a hard copy and will be stored in the child's care plan.

In the event of a child suffering a more serious accident the following procedure will be carried out:

- First Aid procedures will be carried out by our qualified First Aider.
- They will determine if we require to phone child's parent and/or emergency contact/Doctor/Emergency Services
- If emergency services are required, 2 members of staff will accompany the child to hospital
- Staff will complete an Accident/Incident Report on Learning Journals stating details of accident and the care given
- Report will be signed by Senior Management Team and emailed to the parent/carer. A paper copy will also be printed for parent.

In the event of a child being injured as a result of an incident with another child e.g. being bitten, scratched, kicked, punched etc, the following will be carried out:

- First Aid procedures will be carried out by our qualified First Aider
- Staff will complete an Accident/Incident Report on the child's Learning Journal stating details of incident and the care given
- Report will be checked by the Senior Management Team before then submitting an email to the parent/carer to sign off
- In the event of a head injury the parent/carer will be informed by phone
- Staff will inform parents/carers at collection that the child has an Incident form to be signed off.

- If the parent/carer has not signed the incident form off in one day this will be emailed to them again. If it still hasn't been signed off this will then be printed for the parent to sign a hard copy and will be stored in the child's care plan.

An Accident/Incident Report will also be completed in respect of the child who caused the incident stating details and the positive behaviour procedures implemented by staff. The report will be signed by the member of staff, Head/Depute Head/Senior before then getting emailed to the parent/carer.

Care Standard: 1.24,2.4; 3.2

RtA: 3.2

HGIOELC - QI 2.1

UNCRC – Article 24, 39

Quality Framework – 1.1, 1.2, 4.1

This policy has reviewed and updated following consultation with staff and parent/carers

Signed

May 2024