



# Accident and Incident Policy

## Aim

The aim of this policy is to outline procedures to deal with any incident or accident related to the nursery in a calm, professional and safe manner. The accident and incident policy and procedures support our safeguarding policy and supports our health and safety measures for everyone at the nursery staff, children, parents, visitors, volunteers, and students.

The safety and wellbeing of the children in our care is always paramount.

In line with current legislation, at least one member of staff who has a current paediatric first aid certificate will be on site at all times. From 30<sup>th</sup> June 2016 all newly qualified level 2 and 3 practitioners must hold this qualification, within three months of starting work in order to be included in the required staff: child ratio.

Paediatric First Aid training is for a minimum of 12 hours and is updated every 3 years. West Byfleet Nursery currently has 9 staff members qualified to this level.

## Accidents

Where an accident occurs on nursery premises, we will ensure that the necessary steps are taken to deal with the accident while maintaining the safety of all children in our care.

## Procedure for Dealing with an Accident

All accidents on the premises are recorded on West Byfleet Nursery's Accident Form  
This form contains details of the following:

1. Details of the child
2. The time, the date, and the nature of the injury
3. The location where the injury occurred, for example indoors or outdoors
4. The action taken at the time, including reassurance to the child and any necessary first aid treatment and any further action taken later such as informing the parents by telephone and by whom.
5. The circumstances and the names of any adults involved including a witness and signatures of the staff members.
6. Parents will be informed of the accident and asked to sign the accident form on collection of their child.
7. If a child sustains a head injury whilst attending the nursery, the necessary first aid steps will be taken, and the parents of the child will be contacted by phone to inform them of the accident. Any relevant advice, such as monitoring the child for signs of drowsiness and / or vomiting will be given and recorded.
8. If a child reports an accident that has not been observed by a member of staff, then an Accident Form must still be completed and the staff member must detail the nature of the injury and write, 'self- reported by the child'.
9. If a child has had an accident but no obvious injury is observed, this will still be documented, and parents must still be informed as above.

If a child arrives with a pre-existing injury this will be detailed on a body map, signed by the parent and by the member of staff.

Completed accident forms are kept securely to ensure confidentiality.

## Serious Accidents

In the event that any child, staff member, volunteer, parent or visitor sustains a serious injury requiring medical attention whilst on the Nursery premises the following procedure will occur:

- The Managers, Ruth Claydon or Nicky Welland will assess the injury and will act decisively and quickly to ensure the safety and wellbeing of the children and other persons present is maintained.
- If it is deemed necessary, the person in charge will initially call for medical help and the parents or emergency contacts will be informed.
- The person in charge will ensure the continued safety and wellbeing of all other children present by ensuring the necessary staff deployment. Where possible additional staff will be called upon to provide support.
- The injured party will be kept as comfortable as possible until medical help arrives.
- Should the child/person be taken to hospital, a senior member of staff will accompany that child/person until such time as the parents or next of kin arrive.
- The Manager will ensure that all details of the injury are recorded and that any follow up action, such as phone calls to the parents/next of kin are also detailed.
- Ofsted will be notified of any serious injury as soon as is reasonable but in any event within 14 days of the injury occurring. Any advice or recommendations given as a result will be implemented as soon as is reasonably possible.
- The local authority will also be informed of any serious injury or death of a child, by completion of a RIDDOR form (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and any advice received will be acted upon.
- The local authority child protection designated officer (LADO) will be informed, and any advice given will be followed.
- The Surrey C-SPA (Children's Single Point of Access) 0300 470 9100 will also be informed where appropriate and any advice given will be acted upon.
- The nursery will also complete a full risk assessment within 24 hours and inform its insurers as soon as possible.

Parents are required to consent to emergency medical treatment prior to their child attending the nursery. Children who do not have parental consent for emergency medical treatment will be unable to attend the nursery.

We will endeavour to respect parents/carer's wishes whilst ensuring the safety and wellbeing of the child.

### Our first aid kits:

- comply with BSI 8599-1 2019.
- are available within each classroom and the staff room.
- are regularly checked by a designated member of staff and re-stocked, as necessary.
- are easily accessible to adults.
- are kept out of the reach of children.
- all staff and volunteers are made aware of the location of first aid kits.

Accident records will be reviewed regularly, by room leaders, in order to identify any patterns or trends of recurring injuries. Risk assessments and resulting actions will be carried out by the Management Team.

## Incidents

Incidents that occur within the nursery will be documented. The safety and wellbeing of all children attending West Byfleet Nursery is always our paramount priority.

An incident could be:

Bullying

Fighting

Deliberately inflicting harm on another child e.g., Biting

Causing damage to property

Any incident will be recorded on an Incident Form.

This form includes details of:

- The child's name.
- The time, location, and details of the nature of the incident, including any possible triggers.
- Details of any witnesses.
- Details of any injury that has resulted from the incident.
- Details of any action (including any physical intervention) taken by staff members and how the incident was managed (please refer to our Behaviour Management Policy).
- Signature of parent, staff member and possible witness dealing with the incident.

Parents will be informed of the incident sensitively, respectfully and in confidence by phone before collection of the child.

## Major Incidents

Where a major incident occurs, West Byfleet Nursery will ensure that the necessary steps are taken to maintain and safeguard the wellbeing and safety of all persons on the premises. Major incidents may include, but are not limited to, the following:

- Death of a child, member of staff, volunteer, or parent
- Fire
- Burglary or Vandalism
- Threat of terrorist attack
- Verbal or physical assault on a member of staff, parent, visitor, volunteer

The setting will either be evacuated, or the lockdown procedure instigated as appropriate to the risk involved.

## Death of a child, member of staff, parent, or visitor

In the event of a death at the nursery the following procedure will take place:

- Medical assistance will be sought, and the police will be informed immediately.
- The parents or next of kin will be contacted as soon as possible.
- All children at the nursery will be appropriately cared for and kept calm.
- Additional staff will be called in, if necessary, to support staff and children already present.
- The directors of the nursery will be contacted and informed as soon as possible.
- The date, time and circumstances will be recorded as a 'major incident'.
- Ofsted will be informed as soon as possible.
- The Health and Safety Executive will be informed in compliance with RIDDOR.
- The LADO and C-SPA will also be informed.

## Fire

In the event of a fire, West Byfleet Nursery will follow the Fire Safety and Evacuation Procedure as displayed in the setting.

## Burglary or vandalism

The Nursery building is secured at the end of each day, and all perimeter gates are locked. Staff will ensure that all doors and windows are securely fastened and locked. The burglar alarm will be set by one of the Senior staff member Management Team.

In the event of a burglary / vandalism, the police will be notified immediately.

The Person in charge will record:

Descriptions of the items stolen, or damage to property or the premises, the date, time, and any other relevant details, including details of any police visit.

The crime number given by the police will be recorded.

The Directors of the Nursery and our insurers will be fully informed as soon as possible.

## Threat of intruder or environmental hazard

In the event of a threat of the above the nursery will follow their emergency lock-down procedure as agreed with West Byfleet Infant school.

## Verbal or Physical Assault/Abuse

Verbal or physical abuse towards any member of staff, parent, visitor, student, or volunteer will NOT be tolerated under any circumstances.

In the event of an assault, the police and Ofsted will be notified as soon as possible.

Should a person become abusive all attempts to calm the situation shall be made.

If necessary, the Directors will be informed and asked to attend.

If a person continues to be verbally abusive than that person will be asked to leave the premises.

If a person refuses to leave the premises, the police will be contacted.

The children will be cared for in an appropriate safe place away from the incident.

If necessary extra staff will be called in to support the staff and children already present.

The incident will be recorded, detailing the time, date, nature and circumstances around the incident, the names of any persons involved and or witnesses and whether any injury has occurred.

If a child has sustained an injury, then the procedures outlined above will be followed, Ofsted and the local safeguarding authority will be notified.

## Critical Incidents

In the event of a critical incident that results in the closure of the Nursery the Emergency Closure Procedure will be followed.

Signed: Ruth Claydon

Date: 17<sup>th</sup> July 2025

Review: July 2026