



ACCIDENT AND INCIDENT POLICY

IN CASE OF ACCIDENT

Minor Injury

If a child has a minor injury at the Pre-School, the child will be dealt with and first aid administered accordingly.

The details of any accident will be written in the Accident book and signed by all witnesses as well as the Manager in charge. The exact time, date and details of the accident will be recorded.

The parent will be informed of the accident on collection and they too will read and sign the accident book.

Should the child have received a bump to the head, an 'Head Injury Advice' slip will also be given to the parents.

Serious Injury

Whilst not wishing to alarm parents, it is possible for a child to have an accident which needs urgent professional attention by a doctor, dentist or at a hospital.

If such an occasion arises, the staff will endeavour to contact the parents (or if unobtainable an emergency contact), for them to be informed of the accident and to take responsibility for any subsequent treatment.

In the unlikely event that no-one can be contacted, the parent will have given prior permission for the staff to act appropriately for the good of the child. Bolnore Village Pre-School will, therefore, ask parents to sign the relevant consent forms during the induction process.

IF A CHILD HAS TO BE TAKEN TO HOSPITAL

- Reassure the child
- Inform the parent or emergency contact by telephone
- Ring for an ambulance if necessary
- One person other than the driver must accompany a child if taken by car. (make sure driver has appropriate insurance)



- If taken by ambulance, one person from the group should accompany the child even if a parent is present. A member of staff should check with the ambulance driver the name of the hospital the child will be taken to.
- If understaffing occurs due to the accident every effort should be made to contact another member of staff or a parent to maintain adult/child ratios.

INCIDENTS

Incidents are defined as any unusual or disturbing behaviour by parents, carers, staff, children or members of the public, for example:

- Assault
- Abusive or threatening behaviour (physical or verbal)
- Damage to property and/or resources
- Physical restraint of children to prevent harm to themselves or others
- Bullying incidents
- Reports from a parent/carer regarding a child being bullied by another child
- Neglect/child protection issues

In the event of an unusual or disturbing incident staff are to log the details in the following manner:

- Each incident is to be recorded on a separate numbered page within an incident book/file giving accurate details of the incident and conversations held
- Each incident entry must be countersigned by the Manager or Responsible Person
- The incident book must be kept in a locked cabinet (with regards to confidentiality)
- Where there is more than one related incident subsequent incidents must be cross-referenced to relevant pages.