



## Accidents, Incidents, Injuries at Home and First Aid Procedures

Accidents and incidents can be very distressing for everyone involved. Loversall Farm Day Nursery follow this policy and procedure to ensure all parties are supported and cared for and their health, safety and welfare is protected throughout their time at Loversall Farm Day Nursery. When accidents or incidents happen, circumstances surrounding the accident and/or incident will be considered and risk assessments reviewed to help eliminate future risks where necessary.

For this policy accidents, incidents, near misses and dangerous occurrences are defined as:

**Accident** – An unplanned event which causes injury to people, damage to property or a combination of both. Examples include; a fall resulting in an injury or an unplanned event which damages nursery property, for example, a flood.

**Incident** – Child initiated incidents on each other, for example, a child hitting or biting another child.

**Near Miss** – An unplanned event which does not cause injury, damage or ill health but could do so. Examples include; articles falling near to people or trip hazards.

**Dangerous occurrence** – A serious failure of equipment, premises or plant as defined by RIDDOR.

### Accidents

Location of forms and files: All accidents are recorded fully recorded on our accident form. Once completed and signed by all parties these are then stored confidentially and filed in the locked cupboard within the office.

The following procedures must be followed at all times by all staff in relation to accidents:

- The person responsible for reporting an accident is the member of staff who witnesses the accident or who was the first to identify an accident has occurred but there are no witnesses. The member of staff must record the accident on the accident form immediately, this will ensure that all events leading up to and during the accident are recorded accurately, the form must be completed in its entirety. The accident form should also include staff deployment. Once complete the accident must be shared with the nursery manager, or in her absence the deputy manager, with immediate effect. The manager/deputy will, in the first instance, check any injury sustained and include any additional information on the accident form as deemed appropriate. Where there is a significant injury, for e.g. head bump, the parent must be informed within 30 minutes of the accident occurring. The telephone conversation must be recorded on the accident form. Where room restrictions apply, for example, if it is difficult to contact parents due to staffing ratios, then the information must be transferred to the manager/deputy manager, who will then inform the parents direct.
- After the accident form is complete and shared and signed by all relevant parties, this is stored confidentially within the accident file in the main office. Accident forms are checked monthly for patterns by the nursery manager/business manager, this will include repeated accidents and specific patterns. Any regular accidents will be investigated and risk assessments will be either reviewed and/or created in an attempt to eliminate future accidents.

- The nursery manager will report any serious accident, illness or injury that takes place within the setting to the regulatory body (Ofsted) as soon as reasonably practicable, but in any event within 14 days of the incident occurring, the manager will also provide details of the action taken (Statutory Framework for the EYFS: 2025:39). Serious accidents and injuries are defined in the Ofsted publication – ‘Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies.’ October 2011. A full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will also take place and also a referral to the LA Environmental Health and Health and Safety Executive if deemed appropriate. All referrals to outside agencies will be recorded on the appropriate forms and stored confidentially, in line with GDPR regulations.

#### **Contact details of Ofsted:**

The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Tel: 0300 123 1231

- Children’s accident forms will be retained at the nursery until the child reaches 21 years and 3 months old, this will ensure we are adhering to the GDPR retention periods and the Limitation Act 1980.
- Where medical attention is required, a senior member of staff will notify the parent as soon as possible whilst ensuring that the child is cared for appropriately. Any first aid treatment will be delivered by a member of staff who holds an up-to-date and relevant paediatric First Aid certificate, wherever possible any treatment given will be witnessed by a second member of staff. Copies of First Aid certificates are confidentially stored in the staff members individual files, which are in the lockable cupboard within the office. The staff identification board located in the entrance hall identifies all staff with a current, relevant paediatric First Aid certificate.
- The nursery has a defibrillator and this is stored in the staff room upstairs
- Where a serious accident occurs and medical treatment is required the manager/deputy/nursery owner may need to inform the settings liability insurance company and where appropriate RIDDOR.
- If an accident takes place and is not directly witnessed by a member of staff, assumptions will not be made as to the reason or the events leading up to the accident. Staff will, where necessary, contact the parent and inform the manager of the situation. The manager/deputy will, where possible, will

refer to the CCTV and share any findings with the child's parents. All findings will be recorded on the accident form.

**Procedures to follow for incidents:**

- The person responsible for reporting an incident is the member of staff who witnesses the incident or who was the first to identify an incident has occurred but there are no witnesses. The member of staff must record the incident on an incident form immediately, this will ensure that all events leading up to and during the incident are recorded on an incident form accurately, the form must be completed in its entirety. The incident form should also include staff deployment. Once complete the incident form must be shared with the nursery manager, or in her absence the deputy manager, with immediate effect. The manager/deputy will, in the first instance, check any injury sustained and include any additional information on the form as deemed appropriate. Once the manager is happy with the content of the form, the form will be signed. Where there is a significant injury, for e.g. head bump or significant biting injury, the parent must be informed within 30 minutes of the incident occurring. The telephone conversation must be recorded on the incident form. Where room restrictions apply, for example, if it is difficult to contact parents due to staffing ratios, then the information must be transferred to the manager/deputy manager, who will then inform the parents direct.
- **Staff must ensure that all forms have been correctly signed by parents.**
- **The forms must include the name of the member of staff who has witnessed either the accident and/or incident.**
- After the incident form is complete and shared and signed by all relevant parties, this is stored confidentially in the incident folder stored in the main office. Incident forms are checked monthly for patterns by the nursery manager/deputy manager, this will include repeated incidents and specific patterns. Any regular incidents will be investigated and risk assessments will be either reviewed and/or created in an attempt to eliminate future incidents.
- The nursery manager will report any serious accident, illness or injury that takes place within the setting to the regulatory body (Ofsted) as soon as reasonably practicable, but in any event within 14 days of the incident occurring, the manager will also provide details of the action taken (Statutory Framework for the EYFS: 2025:39). Serious accidents and injuries are defined in the Ofsted publication – 'Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies.' October 2011. A full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will also take place and also a referral to the LA Environmental Health and Health and Safety Executive if deemed appropriate. All referrals to outside agencies will be recorded on the appropriate forms and stored confidentially, in line with GDPR regulations.

- Children's incident forms will be retained at the nursery until the child reaches 21 years and 3 months old, this will ensure we are adhering to the GDPR retention periods and the Limitation Act 1980.
- Where medical attention is required, a senior member of staff will notify the parent as soon as possible whilst ensuring that the child is cared for appropriately. Any first aid treatment will be delivered by a member of staff who holds an up-to-date and relevant paediatric First Aid certificate, wherever possible any treatment given will be witnessed by a second member of staff. Copies of First Aid certificates are confidentially stored in the staff members individual files, which are in the lockable cupboard within the office. The staff identification board located in the entrance hall identifies all staff with a current, relevant paediatric First Aid certificate.
- The nursery have a defibrillator which is stored in the upstairs staff room.
- If an incident takes place and is not directly witnessed by a member of staff, assumptions will not be made as to the reason or the events leading up to the incident. Staff will, where necessary, contact the parent and inform the manager of the situation. The manager/deputy will, where possible, refer to the CCTV and share any findings with the child's parents. The findings will also be recorded on the incident form.

#### **Procedures to follow for injuries sustained at home:**

- Where a child arrives at the nursery with an injury sustained elsewhere, parents will be asked to complete an 'injury at home' form. As with accidents and incidents these forms will be stored securely in the 'injury at home' folder which is stored in the main office. Staff must ensure that these are completed and signed by the parent.

#### **First Aid Boxes**

- The first aid boxes are located in: the kitchen area within the baby room, the children's toilet area between the 3-5 and 2-3 room and in the main kitchen. In addition, a mobile first aid kit is taken on every outing away from the setting along with a mobile phone. Mobile phones will be used to either contact the emergency services or to contact the nursery. It is important that should an accident/incident happen whilst away from the nursery, the member of staff in charge of the outing must inform the nursery manager/deputy, who will then inform the child's parents and arrange the safe collection of the other children on the outing. The person in charge of the outing is responsible for checking the outing first aid bag and to ensure all the content is correct and in date. The health and safety officer will check the content of the first aid boxes/outing bags and replenish as required.

**The appointed person responsible for first aid is Debbie Clifford and Ann Finnerty. In the unlikely event that both Debbie and Ann are absent from the nursery, the responsibility will sit with Joanne Lee (Nursery Owner).**

- The majority of staff are paediatric first aid trained. It is an expectation that any new recruit, who does not already hold a paediatric first aid certificate, will be booked onto a relevant course as soon as reasonably practicable. All first aid training is reviewed every three years or sooner if required. The staff notice board in the entrance hall identifies all staff who hold a relevant, up-to-date paediatric first aid

certificate. To ensure the requirements of the EYFS are consistently adhered to, at least one first aider will be on the premises at all times and at least one first aider will accompany children on outings.

### **Personal Protective Equipment (PPE)**

- Personal Protective Equipment will always be worn when an accident and/or incident results in an open injury or a loss of bodily fluids including urine, faeces, blood and vomit. Disposable gloves and white aprons will be used when dealing with bodily fluids. Following the event protective equipment will be disposed of safely and in line with Health and Safety regulations. Occasionally children and/or staff may require the administration of medication involving sharps, where this is the case a specifically trained staff member will be responsible for administering the medication and any sharps will be disposed of in a sharps bin which are provided by either the child's parent or the NHS. Staff will monitor the weight of the sharps bin and once full this will be passed to either the parent or a colleague from the NHS who will arrange its safe disposal. The sharps bin is kept in the managers office away from all children. Should the member of staff administering the injections receive an injury from the needle, first aid treatment will be carried out and medical assistance sought.
- PPE will be used in line with government guidelines, during any identified pandemic; this may need to be intensified should a child or member of staff become ill whilst at the setting.

### **The procedure to follow should an accident and/or incident require medical attention**

- In the rare event an incident and/or accident requires immediate medical attention, the following procedure will be followed:
  1. The care of the casualty will take priority. The casualty will be made comfortable and the first aider will ensure that the environments surrounding the casualty are safe so as to not create any other risks.
  2. A second member of staff will remove any other children from the situation. This may be that the children are taken to a different area of the nursery. Ratios will remain in place to ensure the safety of the other children
  3. The manager and/or deputy manager will phone for the emergency services and request an ambulance. Appropriate information will be shared with the emergency services. The manager and/or deputy will ensure that they are with the casualty when making the call, so they can continue to monitor the condition of the casualty whilst continuing to liaise with the call handler. Any advice from the emergency services will be followed, this includes providing first aid treatment.
  4. Whilst this is taking place a second member of staff will contact the child's parents and explain the situation. If we are unable to contact the parents, we will contact the other emergency contacts listed on the child's registration form. We will explain to the parents that we have called for an ambulance, but we will not wait for the parents if the child needs to be transported to the hospital immediately.
  5. A staff member will gather all the child's information, including medical history so this can be shared with the paramedics.

6. If the child's parents are delayed the child's key person, where possible, will accompany the child to the hospital and remain with the child until the parent's arrival. The manager and/or deputy will remain at the nursery to ensure they are there to meet the parents and explain the situation in more depth.
7. **THE CHILD WILL NEVER BE TRANSPORTED TO THE HOSPITAL IN A MEMBER OF STAFF'S VEHICLE. AN AMBULANCE WILL ALWAYS BE CALLED.**
8. The manager and/or deputy will maintain contact with the parents during the emergency and after
9. Where appropriate a thorough risk assessment will be carried out to ensure the future safety of the children
10. Any events will remain confidential by all staff and the disciplinary procedures will be followed where it is evident that there has been a breach in confidentiality.
11. The child, parents, family and staff will be supported during and after such an incident and if appropriate external services will be requested for support.
12. Where an emergency meets the threshold as identified in the Ofsted publication – 'Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies.' We will inform Ofsted as soon as reasonably practicable but within 14 days. We may also need to inform Doncaster's Children's Services on 01302 737777 and make a referral to RIDDOR.
13. The manager and/or deputy will carry out a full investigation into the event and will share the findings with the parents and other external support services as required.

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| <b>This policy was adopted on:</b>                                  | 02 December 2019 |
| <b>Signed on behalf of the nursery by the nurse manager/deputy:</b> |                  |
| <b>Date disseminated to staff:</b>                                  |                  |
| <b>Date for review:</b>   | September 2026   |