Accident, Incident and Emergency Policy

Policy
It is The Howard Nursery School’s policy to keep children safe when they are in our care. We regularly risk assess the premises to ensure it meets the safeguarding and welfare requirements of the Early Years Foundation Stage.
We regularly review, update and practice fire evacuation procedures and record dates and times of fire drills.
Our Nursery team are Paediatric First Aid trained and we ensure that First Aid training is renewed every 3 years.
Trained team members can administer basic First Aid treatment, and the First Aid boxes are clearly labelled and easily accessible in each Baseroom. Parents’ emergency contact numbers, child allergies and emergency medical/care plans are kept securely but are of easy access to Senior team members.
We hold written permission from parents through each child contract to seek emergency treatment for their child if it is needed.

Procedure
If a child is injured:
• Re-assure the injured child while making sure that the other children are safe.
• Call for assistance from a colleague.
• If the injury is a minor one and requires only basic first aid, administer first aid e.g. cold compress
• Ensure incident form is completed (Appendix 1)
• Then inform the injured child’s parents as soon as is reasonably practical after the injury/accident and give details of any first aid treatment given.

• If a child needs to go to hospital:
  o Call for an ambulance (ring 999 or 112) using a mobile phone so parents can be called on the landline, ask for medical help/assistance (follow guidance in Appendix 2)
  o The child’s parents must also be called and asked to either meet us at the setting or the hospital.
  o Manager/Deputy Manager to go in ambulance with child if required ensuring the Nursery is left in ratio to run in accordance with statutory guidance.
  o Manager/Deputy Manager to undertake any duties as instructed by the ambulance crew. This will be covered by parents’ permission form.

• The Howard Nursery School Team will ensure the children in our care are safe, reassured and kept calm.
Accidents Off-site:
Always carry a mobile phone, completed copy of outings forms, First Aid kit and parents’ contact details in order to follow procedures above should an accident occur off site.

Incidents:
The Howard Nursery School aims to minimise any unplanned incidents from occurring by being proactive in managing the children’s safety through daily risk assessments and good childcare practices.

All Team Members will follow procedures and the Early Years Foundation Stage Statutory Framework at all times to ensure that any incidents are kept minimal and managed effectively to keep the children in our care, safe at all times. Please see other Policies and Procedures for:
- Safeguarding Children
- Fire safety
- Health and Safety
- Risk assessment
- Lost Child
- Illnesses and Infectious Diseases
- Food and drink

Other Emergencies:
If any other emergency occurs The Howard Nursery School will contact parents as soon as reasonably possible. Parents must inform The Howard Nursery School if collecting their child on time becomes an issue and/or there will be another person collecting their child. A password must be set and the person collecting must sign that they have collected the child/ren.

Recording:
- All of the above will be recorded on an Incident Form (Appendix 1). These will be available for parents to sign and a copy for parents if requested.

Incident Forms and Records
The Howard Nursery School will keep a central record of any First Aid treatment provided. This will include:
- The date, time and place of the incident
- The name (and Baseroom) of the injured or ill person
- Details of the injury or illness
- Details of the First Aid provided
- What happened to the person immediately afterwards e.g. hospital, collected by parent/carer
- The name and signature of the First Aider or person dealing with the incident.

Existing Injuries
If a child arrives at pre-school with an existing injury parents/carers must inform staff on their arrival and will be asked to complete an Incident form, detailing how the injury occurred and ensuring staff members have current information about a child if they become
unwell. If staff members notice an existing injury, however were not made aware by the parents, staff must complete an Incident form for parents to complete on their return.

The form contains the following information:
- Child’s full name,
- Date of injury,
- Description of injury,
- Parent/carer signature,
- Staff member signature and date.

Reporting:
The Howard Nursery School understands that it is a legal requirement to notify Ofsted and the local child protection agencies about any serious accidents, injury or death that happen to a child while in our care, whether at the setting or when off-site. Please refer to www.ofsted.gov.uk for classifications of serious accidents and injuries.

The Howard Nursery School understands that as an employer we have a legal duty under the ‘Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report accidents, injuries, death, work related diseases, dangerous occurrences and injuries that last more than three days to the Health and Safety Executive (HSE) Incident Contact Centre on: 0845 300 9923 or by filling in an online form by going to www.hse.gov.uk/riddor

For injuries that last more than 3 days we must tell the Health and Safety Executive within ten days of the incident happening.

We will tell Ofsted and Surrey County Council’s Local Authority Designated Officer about any incidents involving staff as soon as is reasonably possible and always within 14 days of the incident happening.

The information reported enables the HSE and local authority to identify where and how risks arise, and to investigate serious accidents.
- The Howard is on the Early Years Register and therefore will inform Ofsted about any significant accident, injury or death that happens to a child while that child is on our premises and in our care. We will also inform Ofsted if any child who has been admitted to hospital due to an accident or incident at the nursery, weather they have gone directly from the nursery or later, but still as a result from the recorded accident or incident. Also of any significant event that may affect suitability for The Howard team members.
- Ofsted contact Number: 0300 123 1231
- The Howard will also tell Surrey County Council’s local authority child protection designated officer (LADO) in the same circumstances as to inform Ofsted and whilst in our care by calling 01372 833833 or 01372 833895. We will act on any advice given.

Useful Resources and Websites
- www.hse.gov.uk/riddor - A guide to reporting injuries to employees.
• www.surreycc.gov.uk/safeguarding - Surrey Safeguarding Children’s Board.
• www.ofsted.gov.uk, Tel: 0300 123 1231, Piccadilly Gate, Store Street, Manchester, M1 2WD.