

Policies and Procedures

Accident and Incident Reporting Policy July 2020



Crombie School

Early Learning and Childcare



Accident and Incident Reporting Policy



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POLICY AIM

The Complaints Policy has been developed in line with The United Nations Convention of the Child (UNRC) (1989): **Article 24: (Health and Health Services):** *Children have the right...to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy.*

We aim to ensure that the Reporting of Accident and Incident Policy follows the guidance given and is fair, equitable and responsive to each individual case, meeting the following Health and Social Care Standards:

1.24 *Any treatment or intervention that I experience is safe and effective.*

3.14 *I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.*

4.14 *My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event*

5.17 *My environment is secure and safe*

The Complaints Policy is underpinned by the following national and local authority policy and guidance:

- Care Inspectorate, 2012, "Records that all Registered Care Services Must Keep"
- United Nations Convention on the Rights of the Child, 1989
- Scottish Government, 2017, Health and Social Care Standards My Support, My Life
- Care Inspectorate, 2022, A Quality Framework for Daycare of Children, Childminding and School-Aged Children
- Education Scotland, 2016, How Good is our early learning and childcare?
- Aberdeenshire Council, 2018, "Accident and Incident Recording Policy and Guidance"

Who is responsible?

Head Teacher, Early Years Senior Practitioner, Early Years Lead Practitioner, Nursery Staff, Parents/carers

This policy will be reviewed regularly and in response to accident, incident or change in national or local policy or guidance



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PROCEDURE

“Babies, toddlers and young children are safe and are observed to feel safe in the setting” HGIOELC 2016

At Crombie Nursery, we are committed to delivering a quality service to all our users.

This policy statement sets out a procedure for the reporting of any Accident or Incident that takes place while a child is in the care of the nursery setting.

An Accident is when a child has injured themselves whilst in the nursery setting.

An Incident is when a child has injured another child or if there has been an incident caused by a child's behaviour that needs to be shared with the parent/carer.

An Accident logbook and an Incident logbook are both kept in nursery, in a locked drawer in the office area.

ACCIDENT

- If an Accident occurs in nursery where a child is injured, an Accident report is filled out by the staff member who dealt with the accident.
- The report looks like:

The image shows a 'FIRST AID / MINOR INJURY RECORD' form from Aberdeenshire Council. The form is divided into three main sections: 1. About the person who had the accident, 2. About the incident that caused the injury, and 3. About the accident. Section 1 includes fields for Name, Address, Phone No, and Date of Birth. Section 2 includes fields for Date, Time, and a description of the injury. Section 3 includes fields for the name of the staff member who administered first aid, the name of the parent/carer who signed the form, and the date and time of the incident. The form also includes a section for 'First Aid Treatments Provided' and a footer with the text 'Aberdeenshire Council' and 'First Aid / Minor Injury Record'.

- It asks for date, name of injured party, name of staff member who dealt with injury, what the injury was, how the injury was dealt with.
- A member of staff will then share this with parent/carer at the end of the session in a discreet manner.
- The parent/carer will be asked to sign a copy to show they have been given the information.
- A copy is then given to the parent and nursery keep a copy. The nursery copy is removed from the book and put in alongside the child's All About Me booklet.
- Accident forms are only issued if first aid is administered.
- If the child had had a bump to their head, a Head bump form is also issued to the parent. This shares information about what to look for in the case of possible concussion. The parent will also receive a phone call to tell them their child has had a bump to the head, and we will monitor them.
- If the accident were more serious and we thought the child needed to see a doctor/hospital, we would call the parents to advise this and ask them to come and collect them.
- Staff will use their own professional judgement to determine whether there is a need to call parents to let parent's know what has happened.
- If we felt the child needed to get medical assistance sooner, an ambulance would be called, and the child would be accompanied to the hospital by a member of staff until the parent/carer arrived.

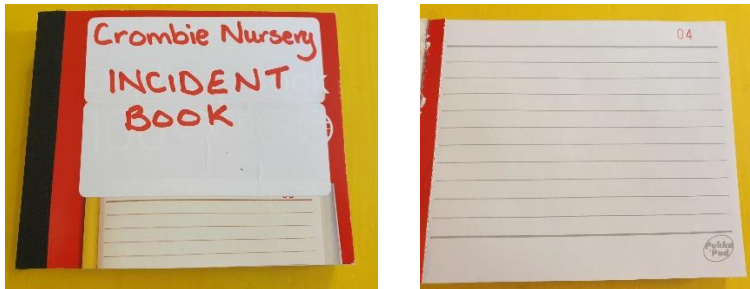


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INCIDENT

- If an Incident occurs in nursery, an Incident form is filled out by the staff member who has dealt with the situation. (See below)



- Staff will use their professional judgement to determine if an Incident was age-appropriate behaviour or if an actual Incident has occurred.
- Staff will then fill in the relevant information in the Incident Book.
- If another child or children were injured, an Accident report would be filled out as per accident procedure.
- A discussion will take place between staff and parent to share the information and parents will be asked to sign the form.
- A parent will receive a copy and nursery will keep a copy.
- If the behaviour was happening regularly, practitioners would keep a record of this and look for a pattern emerging.

A monthly audit takes place on every Accident/ incident. If any pattern is recognised i.e. The number of accidents one child has had or reoccurring accidents at the same activity, this would be investigated further as a whole team to recognise why this has happened.

Risk Assessments are in place for all activities within the nursery setting and these are regularly updated and reviewed.

Each member of staff will be First Aid trained and this will be refreshed as and when required.

Further extended training and awareness of Accident and Incident reporting is available.

<https://aldo.aberdeenshire.gov.uk>



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References

Care Inspectorate, 2012, "Records that all Registered Care Services Must Keep"

[http://www.careinspectorate.com/images/documents/2611/Records%20that%20all%20registered%20care%20services%20\(except%20childminding\)%20must%20keep%20and%20guidance%20on%20notification%20reporting%20\(V6\).pdf](http://www.careinspectorate.com/images/documents/2611/Records%20that%20all%20registered%20care%20services%20(except%20childminding)%20must%20keep%20and%20guidance%20on%20notification%20reporting%20(V6).pdf)

United Nations Convention on the Rights of the Child, 1989 <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Scottish Government 2017, Health & Social Care Standards, My support, my life.

<https://www.gov.scot/publications/health-social-care-standards-support-life>

Aberdeenshire Council, 2018, "Accident and Incident Recording Policy and Guidance"

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health%20and%20Safety/A-D/Accident-and-Incident-recording.aspx>

Care Inspectorate, 2022, A Quality Framework for Daycare of Children, Childminding and School-aged Children

https://www.careinspectorate.com/images/documents/6585/Quality%20framework%20for%20early%20learning%20and%20childcare%202022_PRINT%20FRIENDLY.pdf

Date of original policy July 2020

Revision Number	Details of Change	Date	Date of next review
1	Full review of procedures	July 2020	July 2021 ✓
2	Policy Update	March 2021	August 2021 ✓
4			August 2022 ✓
5	Policy update	January 2023	August 2023
6			
7			

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