



Accidents and Incidents Policy

Every child at Little Learners may have an accident whether it will be tripping over or bumping heads.

Incidents are when a child has been hurt by the cause of an incident i.e. two children wanting the same toy, one child hits the other etc.

All staff at Little Learners is first aid trained (re-trained every 3 years) so that we can ensure your child receives the correct medical treatment. And first aid kits are replenished.

Should your child require medical treatment but not an ambulance, we will contact the parent/carer and escort the child to the medical centre at St Marys NHS Treatment centre, where we would meet the parent/carer.

When your child has an accident, they will be given a cold compress (water cooled paper towel) and lots of reassurance.

A member of staff will then record the accident onto an accident form. These forms are on our online system Nursery in a Box, you will receive an email to inform you of the accident, you can either sign it digitally from your device or when you get to the setting on one of our IPADS.

The accident form will record the following information:

- **Child's name**
- **Date and time of accident /incident**
- **Circumstances of accident/incident i.e. time of accident/incident, where it happened etc.**

Body map

- **Extent of injuries**
- **What first aid was given by staff?**
- **Which member(s) of staff dealt with the accident?**
 - **If the parents were contacted**
- **Manager's acknowledgement**
- **Signature of parents acknowledging that they have been told about the accident/incident.**

If the child has a bump to the head the parent is informed by telephone immediately, and a member of staff will keep an eye on them, checking they are ok regularly making sure they are not sick or have any signs of concussion.

For grazed knees, trips and falls we follow the same procedure with the cold compress and reassurance, we do offer the child a plaster (extra sensitive plasters) as long as the child has no allergies, Parents/Carers need to tell the setting if such allergies occurs.

If your child has had an accident but has not cried out or told a member of staff then we record it on an incident form as it is an unexplained injury.



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The accident and incident forms are maintained, monitored and are reviewed regularly by the manager to identify risk areas or problems with equipment.

Emergency Medical Treatment:

In the event that emergency medical treatment is required it is our policy to:

- In the event of an emergency, an employed member of staff will contact the emergency services if required. **(999)**
- If CPR is needed, we have disposable mouthguards in all rooms that staff can access. All staff have first aid training, every three years.
- We also have a defibrillator, all staff have training on how to use this during their first aid training.
- Senior members of staff on duty will contact the parent/guardian of the child to inform them of the situation/incident.
- If the parent/guardian cannot be contacted the senior staff member will contact the child's emergency contact on the child's registration form.
- If an ambulance is not required but the child needs medical attention, the parent will be contact and informed of the accident and depending how soon they can collect their child, two staff members will take the child to the walk-in centre or accident and emergency and meet the parents there.
- The nearest accident/ medical centre is:

St Mary's NHS Treatment Centre

Milton Road
Milton
Portsmouth
Hampshire
PO3 6DW.

- Two staff members will stay with the child until their parents arrive if the parent needs support one of the members of staff will stay with them until they are no longer needed.
- In the event of the emergency services taking the decision to transport the child to hospital for further treatment, two members of staff will accompany the child until the parent/guardian have arrived. The staff members will be required to take all relevant information with them i.e. registration form which includes: date of birth, allergies, parents contact details, doctors details, etc along with the accident form.
- All parents/guardians must give permission for emergency medical treatment on admission/registration forms, this allows staff to make the decision on any treatment needed.
- Senior members of staff on duty will contact the parent/guardian of the child to inform them of the situation/incident.
- A report will be written, and parents will be asked to sign as well as the members of staff dealing with the situation (1 main person and a witness)
- If the child is admitted and remains in hospital for 24 hours or more, or if a child has broken anything a copy of the report will be sent to Ofsted to inform them:



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Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

TEL: 0300 123 1231

Open Monday to Friday 08.00 to 18.45

A notification online form will be completed: [Report a serious childcare incident](#)

[- GOV.UK](#)

- The child protection agencies will also be contacted, Children's social care
- A risk assessment to be completed and information will be given to RIDDOR ~ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations if needed.
- We will follow any advice given by any of the agencies.

This policy was reviewed on January 2025 by Vicky George ~ Manager *V.George*
Review due January 2026