

Essex Wildlife Trust

Early Years Practice – Accident & Incident Procedure

An agreed method or step by step guide for completing a task or setting out a framework for behaviour. This could be used by an individual, within a team or across the organisation. Usually for internal use although there may be some public facing procedures, such as a complaints procedure.

Version Control

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When review is completed, please send to: businesssupport@essexwt.org.uk

Version	Date	Changes made by	Reason for change
3	08/11/2022	J Burlingham	<ul style="list-style-type: none"> - Update to new company format - Update to include accurate job titles within the organisational structure of SLT, OLT, Nature Nursery Structure and Safeguarding responsibilities - Updated where appropriate to refer to any new company system requirements
			- Clarification of responsibilities and method of record keeping
4	14/11/2023	J Burlingham	Update to EYFS reference

1. Introduction

- 1.1 Essex Wildlife Trust Nature Nursery follows clear guidelines when reporting accidents and injuries. This document outlines the procedure for incidents/accidents involving children attending the Nursery and is further supported by our Safeguarding and Child Protection Policies.

2. Scope

- 2.1 It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly. When dealing with an accident that involves bodily fluids, e.g., blood, vomit, or diarrhoea, all staff must wear protective clothing (plastic gloves and apron).

3. Purpose of Procedure

- 3.1 The purpose of this policy is to ensure that when an incident or accident occurs at Nature Nursery, the appropriate action is taken and that accurate information is recorded and communicated to parents/carers. We want to ensure that the children under our care can play and learn in a safe environment and that they, and the adults present at Nature Nursery (children, staff, parents, visitors and volunteers) are kept safe at all times. However, we recognise that accidents and incidents will happen and the following procedures ensure they are recognised, recorded and dealt with appropriately.

4. Procedure

4.1 Immediate actions following an incident or accident:

- 4.1.1 The child/children will be comforted and reassured.
- 4.1.2 The First Aid procedures will be carried out, if necessary, by a trained pediatric first aider. The extent of the injury will be assessed and if necessary, medical support will be called upon, 101 or 999 ambulance.
- 4.1.3 For minor injuries, the Accident Record Form is completed using the EyLog system and this is shared with parents/carers via the secure system. Any treatment provided is recorded. If required, an Accident, Incident or Near Miss Form (Form E) is also completed (see section 4.8) and shared with the Health and Safety Compliance Manager. This can be completed in paper version or via the electronic system SmartLog.
- 4.1.4 Once the child is settled, the parent/carer will be contacted and informed of the accident and if necessary, asked to return to care for their child or to meet them at the hospital if an ambulance was called.
- 4.1.5 The minor accident log is shared to the Health and Safety Compliance Manager on a monthly basis.

4.2 If the incident or accident results in a serious injury, requiring medical treatment, Ofsted will be informed immediately on 0300 123 1231. For example:

- 4.2.1 anything that requires resuscitation.
- 4.2.2 admittance to a hospital for more than 24 hours
- 4.2.3 a broken bone or fracture
- 4.2.4 dislocation of any major joint, such as the shoulder, knee, hip or elbow
- 4.2.5 any loss of consciousness
- 4.2.6 severe breathing difficulties, including asphyxia.

4.2.7 anything leading to hypothermia or heat induced illness.

The Early Years helpline may also be called for additional advice/support. The company Insurance Company will also need to be notified via the Health and Safety Compliance Manager and the Finance Team.

4.3 For an accident involving a head injury.

- 4.3.1 Ensure the parent/carer has been notified by telephone. Then record this on the appropriate accident form (as detailed in section 4.1.3 above) and Head injury form with parents' response i.e., collect child, monitor.
- 4.3.2 Ensure the child is given an 'I bumped my head sticker' for all staff to see.
- 4.3.3 The child's key person will stay with the injured child where possible
- 4.3.4 Whilst remaining on site, monitor the child throughout the day for any changes in health and act on and seek medical advice immediately if the child becomes dizzy, sick, displays dilated pupils, is lethargic or complains of headache.
- 4.3.5 The parent/carer is immediately called to notify of any changes to their child's health and to expedite collection.

4.4 RIDDOR reportable incidents

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences, Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

Guidelines on Reporting of Accidents and Incidents

- 4.4.1 Any accident, dangerous disease, dangerous occurrence or significant injury or incident must be recorded and reported to the Health and Safety Compliance Manager to ensure the Trust can fulfil its statutory obligations regarding RIDDOR reporting procedures.
- 4.4.2 FORM E (paper version) must be completed and a signed copy sent to the Health and Safety Compliance Manager and Head of Community Engagement within 24 hours of the occurrence. Alternatively an electronic version may be completed using the SmartLog system.
- 4.4.3 The Nursery Manager or nominated Deputy is responsible for making sure that all medical information and emergency contact details on the children's documents/files are up to date and accurate. The name of any other child involved in an accident/incident report will remain confidential.

4.5 Existing injuries

- 4.5.1 If a child arrives at the setting with an existing injury this is discussed with the parents and all staff are informed.
- 4.5.2 The existing injury is recorded within the EyLog system and these are then kept in the child's file.
- 4.5.3 If there are any concerns that the injury is non-accidental or suggests a pattern that may give rise to safeguarding and welfare concerns, the safeguarding and child protection procedures are followed and the information is passed to the Designated Safeguarding Lead or Deputy.

4.6 First aid

- 4.6.1 Specific steps are documented in the First Aid Policy and Procedure
- 4.6.2 First Aid boxes are clearly marked and located around the Nursery site including the mobile evacuation bag.
- 4.6.3 When an accident occurs, it is the responsibility of the First Aider and the Nursery Manager or nominated Deputy to determine whether the injury can be dealt with in the Nursery or if medical assistance is required.

4.7 Accident & Incident definitions

- 4.7.1 An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.
- 4.7.2 An Incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting a knee.

4.8 Recording Accidents or Incidents involving Children

Any significant accident, incident or near miss, out of the scope of everyday minor cuts, scrapes, bruises, bumps etc. that are considered 'normal' within the EYFS setting, together with any First Aid treatment given, are recorded using an "Accident, Incident and Near Miss" Form E. This can be completed using the paper version, or via the electronic system SmartLog. It is expected that within the Nursery setting, the majority of records will be via the paper version Form E due to ease of access.

The following steps are followed, with attention paid to accurate and clear details:

- 4.8.1 An accident/incident report is completed by a member of staff who witnessed the event
- 4.8.2. The form must include:
 - 4.8.2.1 Whether it is an accident or incident being recorded (see 4.7)
 - 4.8.2.2 Date of accident/incident
 - 4.8.2.3 Time of accident/incident
 - 4.8.2.4 Name and signature of person who dealt with the accident/incident
 - 4.8.2.5 Description of accident/incident
 - 4.8.2.6 Description of care given
 - 4.8.2.7 Name of person who gave first aid (this must be a qualified individual)
 - 4.8.2.8 Description of injury
 - 4.8.2.9 Position of injury illustrated (use body map if necessary)
 - 4.8.2.10 Witness signature

4.9 Examples of incidents include, but are not limited to

- 4.9.1 Break in, burglary, theft of personal or the Nursery property;
- 4.9.2 Fire, flood, gas leak or electrical failure;
- 4.9.3 Attack on member of staff or parent on the premises or nearby;
- 4.9.4 Any racial incident involving a member of staff or family on the premises;
- 4.9.5 Death of a child;
- 4.9.6 A terrorist attack, or threat of one;
- 4.9.7 Bullying and fighting may be recorded where staff consider this is necessary.

Further guidance can be found within the company Safeguarding policies and on the Ofsted website.

4.10 Managing a terrorist alert/attack

- 4.10.1 In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families.
- 4.10.2 Our standard Fire Safety and Emergency Evacuation Procedure will be followed. The incident is recorded when the threat is averted.
- 4.10.3 In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services is followed, along with procedures detailed in our Safeguarding policies. In addition, Ofsted are informed on 0300 123 1231.

5. Appendices

This policy is to be read in conjunction with wider Essex Wildlife Trust Policies and Procedures

- 5.1 Accident, incident and near miss form (Form E) paper version - along with guidance for completion. Staff will also have access to SmartLog electronic system where the accident form may be completed
- 5.2 EYFS - Statutory framework for the Early Years Foundation Stage (up to date version available via Government website)
- 5.3 EyLog system – pre-existing injuries, accident reports
- 5.4 Fire Safety and Emergency Evacuation Policy
- 5.5 First Aid Policy and Procedure
- 5.6 Head Injury Form
- 5.7 Health and Safety Policy
- 5.8 Medication Policy and Procedure
- 5.9 Nature Nursery Risk Assessments
- 5.10 Safeguarding Children, Young People & Adults at risk policies and procedures Part 1 and 2
- 5.11 Sickness and Allergies Policy and Procedure
- 5.12 Zoonotic Disease Policy and Procedure

Ofsted telephone number: 0300 123 1231

Ofsted website [Childcare and early years - GOV.UK \(www.gov.uk\)](https://www.gov.uk/childcare-and-early-years)

RIDDOR (1995) Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am and 5pm), or online form at www.hse.gov.uk/riddor