

## **Accident and Incident Policy**

### **Principles**

We want to ensure that the children our setting cares for can play and learn in a safe environment and that they, and all the adults present whilst at the setting (employees, visitors or Committee members) are kept safe at all times.

### **Policy**

We recognise that accidents and incidents will happen and the following policy and procedures ensure they are recognised, recorded and dealt with appropriately.

### **Procedure**

- At least one member of staff with current pediatric first aid training is on the premises at all times when children are present, and there will be at least one person with this training on an outing at any one time.
- We keep an accurate record of all accidents and incidents that occur both on and off the premise, and seek to ensure any future events are minimised or the possibility of re-occurrence is removed.
- We try to make sure all injuries and incidents where no wound is visible are recorded. We inform parents of any accidents/incidents sustained by their child whilst in our care and of any first aid treatment given, as soon as is reasonably practical. This will usually be at the end of the session when we ask parents/carers to sign the record book (for confidentiality only one page per child, per accident or incident is used when recording events).
- All accidents and incidents are brought to the attention of the appropriate persons/bodies.

### **Accident Records**

- Accidents are recorded in an "Accident Book" which is kept safely and accessibly;
- All staff and volunteers know where it is kept and how to complete it
- It is reviewed at least termly to identify any trends or recurring causes of injuries, potential or actual hazards.

### **All Accident records should contain:**

- The time, date and nature of any accident
- Details of the children affected
- The type and location of any injury
- The action taken at the time, any action taken later and by who
- The circumstances of the accident, names of any adults and children involved and any witnesses (including contact details of the witnesses)

- The name and signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.

### **Incident Records**

- Incidents are recorded in the Incident Book.
- All Incident records should contain;
  - The child's name or person affected
  - The date, time and location of the incident
  - What triggered the incident
  - The nature of the incident
  - Others involved
  - Witnesses
  - How the situation was handled
  - What form of restraint was used and any consequences.
  - If it was reported to the police, a crime number. Any follow up, or insurance claim made, should also be recorded. The signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.

### **Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Rainbow Stop Playgroup management team on **27<sup>th</sup> February 2015.**