



1. Accident and Incident Policy

Policy Statement

Summertime Nursery is committed to maintaining a safe environment for all children, staff, and visitors. We ensure that all accidents and incidents are dealt with promptly, recorded accurately, and monitored effectively in line with the **Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements**.

Recording Accidents and Incidents

- Any accident or incident resulting in **bleeding, scrapes, bruising, or head injuries** will be recorded immediately using individual accident/incident forms.
- Each record will include:
 - Child's name and date of birth
 - Date and time of incident
 - Staff present
 - Description of the accident/incident and any care provided
 - Location of the injury on the body
- Parent/carers will be asked to read and sign the completed form on collection.
- If another child is involved, their identity will not be disclosed. Separate forms will be used for each child involved.

Serious Accidents and Incidents

- Any serious accident or incident will be reported immediately to the **manager or deputy manager**.
- Parents will be notified by telephone if their child:
 - Sustains a **moderate/hard bump to the head**, or
 - Has been particularly **distressed** by the incident.

Monitoring After a Head Injury or Major Fall

- Children with a **moderate/hard bump to the head or major fall** will be monitored:
 - Every **10 minutes for the first 2 hours**, then
 - Every **20 minutes until the child goes home**.
- Monitoring details will be recorded, witnessed by another staff member, and signed by the parent/carers.
- Any changes in the child's appearance or behaviour will be communicated immediately to the parent/carers.

Safeguarding and Risk Management

- The Designated Safeguarding Lead will regularly monitor the accident/incident forms to identify any patterns or reoccurring incidents and will take action in respect to the Safeguarding policy or Health and safety risk management along with the manager.
- Daily risk assessments** are carried out to identify and address potential hazards.
- The manager will liaise with the committee to ensure any hazards are quickly resolved to maintain a safe working environment.
- Summertime Nursery adheres to **Health and Safety at Work Regulations**.

First Aid

- All staff will complete **Paediatric First Aid training**, renewed every three years.
- If a child is advised to attend hospital, a copy of the accident/incident form will be provided for the parent/carers to take with them.

Emergency First Aid Procedures

In the event of a serious accident or incident requiring an ambulance:

- Consent for emergency first aid will be checked on the child's registration form (but this will not prevent lifesaving support being administered).
- One staff member, manager or deputy manager will administer first aid and remain with the child.
- One staff member, manager or deputy manager will call an ambulance and remain on the line if needed.
- A separate phone will be used to contact the parents/next of kin, offering reassurance and updates.
- A staff member will accompany the child to hospital.
- Accident details will be recorded in full, with any additional notes documented separately.
- A copy of the child's registration form will be given to paramedics on arrival.
- Staff will remain calm, reassure other children and remove them from the immediate area.
- Summertime will notify **Ofsted and RIDDOR** of any serious accidents as required.