



## Accident and Incident Policy

This policy is supported by the 'Safeguarding Policy', 'Sick Child Policy', 'Health and Safety Policy', 'Physical intervention Policy', 'Behaviour Management Policy', 'Prevent Policy' and 'Disposal of nappies and clinical waste Policy'.

At Creative Stars, we take pride in the care and attention given to safeguarding children. There will be times, however, when accidents and incidents occur. In the event of these incidents occurring, this document will be used to ensure those within Creative Stars are safeguarded.

It is a legal requirement to have a member of staff with current Paediatric First Aid training and that they are always on the premises or on an outing. As a result, all staffs are given Paediatric First Aid training as part of their induction package. This ensures all staff can take action to apply first aid treatment in the event of an accident involving a child or adult. At any given time, there should be at least two members of staff with paediatric first aid training available.

Child protection matters are NOT regarded as incidents or accidents. For child protection concerns, please see the 'Safeguarding Policy' and the 'Child Protection Policy'.

## Dealing with Accidents

In the event of First Aid being administered, the following procedures apply:

- Staff must always practice good hygiene
- Gloves and an apron must be worn by staff when dealing with any cuts or other bodily fluid.
- The staff member must record details of the accident and treatment given on an accident form
- The parent/carer must sign the form when they collect their child
- If the child has a head injury, the parent/carer must be informed via telephone call. A message is not suffice.

At this stage, the parent will be given the option to collect their child or for them to remain in nursery dependent on the severity of the head injury

- A copy of the accident form must be given to the parent/carer; and for all head injuries, a head injuries information sheet must also be given
- The accident form will be given to the manager and a copy placed both in the accident file and the child's personal file.

The management team will ensure that the first aid equipment is replenished and replaced as and when necessary. Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981. The first aid boxes are easily accessible to adults and kept out of the reach of children. There are three first aid boxes on site; one in each room and another in the office.

No non-prescribed medication is given to children unless in the event of an emergency. In this case, the parent will be called and asked for verbal consent for the child to be given paracetamol, for example, in the event of an emergency fever. A record of the medication given will be kept in the medication log.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for RIDDOR and notify Ofsted. The manager must also inform the insurance company.



## Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR.

We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrence - this may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

We have ready access to telephone numbers for emergency services, including local police, and contact numbers for gas and electricity emergency services.

We keep incident forms for recording incidents and emergencies including those that are reportable to the Health and Safety Executive as above. These incidents include:

- break in, burglary, theft of personal or the setting's property.
- an intruder gaining unauthorised access to the premises.
- fire, flood, gas leak or electrical failure.
- attack on member of staff or parent on the premises or nearby.
- any racist incident involving staff or family on the premises; a death of a child, and
- Terrorist attack or threat of one.

**This policy was reviewed on: 22.07.26**

**Date of next review: 22.07.27**