

Accident and Incident Policy and Procedure

Aim

The aim of this policy is to outline procedures to deal with any incident or accident related to the pre-school in a calm, professional and methodical manner. The accident and incident policy and procedures support our safeguarding policies, and support our health and safety measures for everyone at Mogghill Nursery - staff, children, visitors and volunteers/management.

Incidents and Accidents

Where an incident or accident occurs within the pre-school premises, or during a pre-school outing we will ensure that the necessary steps are taken to deal with the incident or accident while maintaining the safety of the children as our prime priority. 'Incidents' include, but are not limited to the following:

- Death of a child
- Fire at the pre-school premises
- Violence or assault/attack to a member of staff, parent/visitor, or volunteer on the premises
- Critical incident - any short notice incident not fitting the above

Our incident book will record the incident circumstances and description, the time and date of the incident, the names of persons involved and signatures of those involved/present.

Dealing with an accident

All accidents on the premises are recorded in the accident book. The accident book is kept in a safe readily accessible location and all staff have been trained in how to complete the book and how to access it.

A first aid trained member of staff is on duty at the premises at all times. Minor accidents (e.g. grazed knee) to children are reported to parents in writing when parents/carers collect their child - this details what happened and any treatment administered.

In the event that a child, or member of staff, visitor or volunteer become injured at Mogghill Nursery School the following steps will be taken:

- The group leader will assess the injury and act decisively to either treat or call for medical help and will quickly ensure the safety and wellbeing of the children and other persons is maintained.
- If an injury has been sustained but it is deemed to be relatively minor and readily treatable a first Aid trained member of staff will administer treatment as appropriate
- If an injury has been sustained that is more serious and requires medical help the group leader will call first for medical help and then, if a child has sustained the injury will call the parents of the child
- The group leader will ensure that the children in Mogghill Nursery School care, continue to be cared for and will if necessary call for additional staff to help.
- The group leader will ensure that the injured person is kept comfortable as dictated by medical advice until the emergency services arrive
- Should an injured child be taken to hospital a member of staff will accompany the child if the parents have not yet arrived at Mogghill Nursery School - this may or may not be the group leader
- The group leader will ensure that any and all accidents are recorded in the accident book ensuring that the date, time and circumstances are clearly recorded
- The group leader agrees responsibility for reporting to authorities (Ofsted/HSE)
- Ofsted will be notified within 14 days of any accident/injury to a child, parent, staff member or volunteer, requiring treatment by a GP Doctor or hospital Doctor. Likewise the Health and Safety Executive in compliance with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations)

Death of a child, member of staff, volunteer or parent

In the event of a death at Mogghill the group leader will ensure that the following steps are taken:

- The police are immediately informed
- The parent is informed
- The other children at Mogghill are appropriately looked after and kept calm.

- Parents will be called to collect children before normal closing time, and additional staff will be called in to help look after the children if necessary.
- The time, date and circumstances are recorded in the incident book
- Ofsted are informed as soon as possible
- The Health and Safety Executive will be informed in compliance with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations)

Reporting of incidents not related to Mogghill Nursery School

Should a child suffer an injury when not in the care of Mogghill, we request that parents inform the Group Leader of any such incident so we may ensure we safeguard the child appropriately. For example, a child may have taken a fall and hit their head that morning before leaving home with no apparent harm caused, but may subsequently suffer symptoms of concussion. Informing us of the injury can help us to keep an eye out for delayed symptoms.

Any incident reported will be logged in the incident book detailing the nature of the incident, time and date, and signed by the parent/carer as well as the group leader.

Fire on the premises

In the event of a fire at Mogghill Nursery School the fire drill will be followed. The fire drill is clearly displayed at Mogghill and all staff are familiar with the fire drill procedure.

In the event of a fire the premises will be evacuated immediately. The group leader will ensure that the fire brigade have been called - dial 999, and arrangements are made for children to be collected or otherwise cared for at a safe site away from the incident.

Violence or assault/attack to a member of staff, parent/visitor or volunteer on the premises.

If a person or child is physically attacked an offence will have been committed. The degree of injury will reflect whether the incident is a common assault (which does not involve cuts or bruises or fractures) or an

assault occasioning actual bodily harm (cuts requiring medical treatment, fractures, temporary loss of sensory functions).

In the event of violence or assault the management, Ofsted and the police must be informed.

- The incident will be recorded in the incident book, detailing the time, date and what happened, who was involved and the circumstances. This should be signed by all persons involved, if a child has been injured the procedures in the safeguarding children policy must also be followed and the local safeguarding children board must be notified.
- If injury has been sustained that required medical treatment (beyond that of first aid), an ambulance will be called - Dial 999
- The safety of the children will be secured, with the children appropriately looked after, moved to a safe part of the building and kept calm - if necessary parents may be called in to take their children home early
- The group leader will contact the police to report the incident and will record the crime number in the incident book.
- If appropriate first aid will be administered by the registered first aider.

In the event that abusive behaviour is displayed it is advisable for another member of staff to witness the incident. The exact timings and nature of abuse should be recorded in the incident book and reported to the police.

What to do in the event of a critical incident

In the event of a critical incident i.e. a closure of the premises due to adverse weather conditions, heating failure, flood or closure due to nearby road or severe traffic jam the following procedure will be followed;

- The safety and well being of the children will be of paramount importance
- In the event that we need to evacuate the building current fire procedures will be activated
- After emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers
- As many staff as possible would stay with the children for as long as necessary. No child would ever be left without a member of staff with them

- If Mogghill Nursery School needs to close all efforts will be made to inform parents before the pre-school is next due to open. Staff will attempt to ring parents; we will notify the local radio station and put notices on the exterior doors if possible. Please ensure you check your local radio station in very adverse weather conditions such as heavy snow.
- It is impossible for Mogghill Nursery to plan for every emergency which may arise; however, every effort will be made for the safety and convenience of all children and their families.
- In the event of a critical incident Ofsted and any other relevant agencies will be contacted as necessary and with the requisite immediacy. Staff will be informed as soon as possible.