



### **Accident Recording Procedure:**

Every accident will be recorded in the accident book. This is especially important in respect of the children in a nursery environment and the procedure to be adopted is as follows:

- All accidents and incidents involving children are recorded on relevant forms. Forms are to be completed by the practitioner who was present at the time of the accident or incident.
- Any member of staff who sees, or is made aware of any accident to a child, member of staff, trainees, volunteers or visitors must check whether it has been recorded in the accident book immediately or before the end of session.
- Witness statements should be taken.
- Photographs of any injuries and the environment which it occurred should be taken.
- If an incident or accident results in a child receiving a bump to the head a separate "bump note" should also be completed. This is then brought to the attention of the manager who is responsible for checking on the child and the details of the event.
- In the event that a child bites another child or adult and draws blood both parties should seek medical attention. An accident and/or incident report form must be completed to reflect this.
- The manager or person in charge must notify Ofsted, LSCB and the Health and Safety Executive (HSE) of any serious injury that the child sustains at nursery. These injuries include; dislocations, broken bones, cuts or bumps that require medical attention.
- Accidents involving a member of staff must be recorded in the staff accident log book. This is kept in the office and is reviewed by the nursery manager. In the event that a member of staff or parent sustains an injury at nursery, an accident/dangerous occurrences form must be completed and returned to the Health and Safety Executive (HSE).
- If a visitor is involved in an accident and is injured, the setting should record all their personal details. The visitor should be contacted the following day to determine if they will be sick from their place of work.



A record of their total sickness from their place of work should be recorded and the HSE should be advised if appropriate under RIDDOR.

- Once an accident form has been filled out regarding a child, the parent must be informed and asked to sign the record. We keep this in our accident file and the parent should be asked if they would like a copy. However information will not be shared about any other child who may have been involved in the incident or accident at the time.
- Accident forms must be filed in the accident file once signed.

All incidents and accidents are monitored at the end of each month. Monitoring ensures that any issues or concerns are raised and dealt with on a regular basis and measures taken to prevent further accidents or incidents of that type