



## Accident and Incident Policy

Phoenix Education Day Nursery endeavors to ensure the safety of the children, staff and visitors on the premises at all times. However, should an accident occur, it will be dealt with promptly and calmly, providing reassurance and comfort to the child/person at all times.

All accidents that occur whilst a child is in our care will be recorded electronically using our Connect software. The information that will be included on the form will be:

1. Child's name
2. Date and time of accident/incident
3. Account of the accident
4. What action was taken
5. Name of member of staff who witnessed the accident
6. Name of any other witnesses to the accident (if applicable).

A manager or deputy manager will then ensure that all the facts recorded are correct to the best of their knowledge, approve the form and make the form available for the parents to view.

Upon the child leaving the setting at the end of the day, the person collecting that child will be shown the information and talked through the accident, and asked to electronically sign to acknowledge their awareness of it. Confidentiality will be adhered to at all times and consideration of our Behaviour Support Policy.

On the child's admission to the nursery, parental permission is sought for any necessary emergency medical advice or treatment in the future.

It is our aim to inform any parent/carer of a child sustaining an accident to view the accident/incident form and in all cases it is our aim to do this on the same day.

If there is any blood loss, this will be cleaned up using protective gloves, this is to protect other children and staff from any form of infection. Any blood spillage must be cleaned up immediately with a bleach solution and the cloth disposed of into a sealed bag and deposited straight into the external refuse container. Soiled clothing will be rinsed out and bagged up to be taken home.

If the accident is more serious and requires a hospital visit, then the parents/carers will be contacted by a senior member of staff. If staff are unable to contact the parent, the emergency contact provided on your registration form will be contacted.

Children requiring a hospital visit must only be transported to hospital in an ambulance. Staff must never use their own vehicle. A member of staff will

accompany the child to hospital and arrangements should be made to meet the parents/carers at the hospital. Whilst a member of staff is off site, Management must ensure that adequate staffing levels are maintained to the correct ratios at the setting. This may be through deployment of existing staff on site or by calling in bank staff.

The member of staff accompanying the child should take with them a copy of the child's registration form with the agreement of treatment in an emergency.

Managers and room leaders are trained in Paediatric First Aid and refresher courses are provided as necessary as a minimum requirement. Most other qualified staff are also trained, and as a minimum at least one member of staff trained in Paediatric First Aid will always be on the premises.

Should an accident happen at home, we ask that you inform us so that this can be recorded.

Any equipment responsible or damaged during any accident will be closely inspected and removed if necessary.

### **Monitoring of Accidents/Injuries**

It will be the responsibility of the management team to monitor the accident book monthly to identify common themes and inform risk assessment if measures should and can be taken to prevent reoccurrence.

### **Requirement for notifying Ofsted & HSE**

All serious accidents, injury or death that occurs to a child, member of staff or visitor to the premises (including accidents to children and staff occurring off the premises such as during an outing) must be reported to Ofsted as soon as possible and in all cases within 14 days of the accident occurring. The Health & Safety Executive must also be informed under RIDDOR and the setting's insurance company informed (certificate displayed in main reception). Consider also if appropriate to inform the Police.

All accidents and injuries resulting in a child being taken directly from the care of the setting to hospital for treatment of an injury must be reported under RIDDOR. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Medway Council Early Years Sufficiency Team must also be informed of any serious accident and any advice given by the agency will be acted upon using professional judgment.

Examples of what constitutes a serious accident/injury can be found in the Factsheet: *Reporting Children's Accidents and Injuries* available at:

<https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries>

### **Staff:child ratios**

Staffing arrangements will always meet the needs of all children and ensure their safety. It must be ensured that children are adequately supervised and managers or deputy manager will decide how to deploy staff to ensure children's needs are best met. Children must usually be within sight and hearing of staff and always within sight or hearing. Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.

Staff:child ratios will always be in compliance with the requirements set out in the Statutory Framework for the Early Years Foundation Stage. Should a shortage of staff at any time become apparent, management will arrange for staff to attend and work at short notice. Failing this, management will be deployed to care directly for children and be counted in ratio.

Details of qualifications that meet the DfE criteria for counting in the EYFS staff:child ratios can be found here:

[https://www.gov.uk/government/publications/eyfs-staffchild-ratios-dfe-approved-qualifications?utm\\_source=d1cc5054-5251-49ed-be25-9653ae5c3e89&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/eyfs-staffchild-ratios-dfe-approved-qualifications?utm_source=d1cc5054-5251-49ed-be25-9653ae5c3e89&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

### **Contact Details:**

1. Applications, Regulatory and Contact (ARC) Team  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Telephone: 0300 123 1231

2. Medway Council Child Protection & Safe Guarding Team  
Gun Wharf  
Dock Road  
Chatham  
ME4 4TR

01634 334466  
0845 7626777

3. Health & Safety Executive / RIDDOR

<http://www.hse.gov.uk/riddor/report.htm>

For reporting fatal and major injuries: 0845 300 9923

4. Kent Police – Medway Police Station: 01622 690690