


# Little Dukes: Accident and Incident Policy



Policy adopted September 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate London SW1E 6AJ

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## Little Dukes: Accident and Incident Policy Reflections Nursery and Forest School

**Monitoring and review...**

**Localisation of Policy: Bob HR system**

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

**Current Version:**

**Adopted: September 2024**

**Reviewed by:**

Senior Head/Head of Nursery, Rachel Martini and Becca Bakter

Principal, Joanne Allen

Geoff Marston Dukes Education: Group Compliance Director

Rik McShane, Director of Operations: Little Dukes Nurseries

Nazish Usman, Principal of Hopes and Dreams Montessori Nurseries

Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries

**Next review due: September 2025**

Any reference to 'Little Dukes' applies to the nursery named above.

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## Little Dukes: Accident and Incident Policy

### Statement of intent:

At Little Dukes, we aim to always protect children. But we recognise that accidents and incidents sometimes happen. We follow this policy and procedure to ensure everyone involved is supported and cared for if they do. The policy is also in place to make sure that the circumstances of the accident or incident are reviewed thoroughly to help minimise any future risks.

### Policy aims:

At each of our nursery schools in the event of an accident we aim to make sure that:

- Every team member understands that it is their responsibility to deal with the situation appropriately and swiftly
- Accurate information is recorded and communicated.

### Key points:

The children's safety is paramount, and we will take every measure to protect children from being hurt. But if an accident happens, this is the procedure we follow and points to remember:

- Assess the extent of the injury and, if necessary, call for medical support/an ambulance
- Any First Aid procedures must always be carried out by a trained paediatric First Aider
- Once the child is more settled, contact the parent/carer to tell them about the accident, if necessary
- Always call the parents or carers following a head injury incident
- Complete an incident report on the Famly app. Reports must be approved by a senior member of staff in rooms or by the Headteacher. Parents/carers will be asked to acknowledge the report on Famly on the same day.
- Accidents are logged and evaluated at the end of each month.

- Ofsted should be informed immediately – or within 14 days – if an accident meets the reporting criteria set out below in appendix 1 and on Gov.uk website.
- RIDDOR should be informed if appropriate, as well as the insurance company and the borough Health and Safety Chief Executive officer.
- The Principal/Lead DSL should be contacted for additional advice or support.

### **Accidents and incident responsibilities:**

Note: All accident/incident reports are made and held on the Famly app.

The person responsible for reporting an accident, incident or near-miss is the team member who saw it happen or was first to find the child.

The responsible team member must record the accident in an accident report on Famly and report it to the Headteacher.

Other team members who witnessed the accident may also countersign the form and, in more serious cases, give a statement. This must be done as soon as possible after the accident is dealt with, while details are still clear.

The accident report must be sent to the child's parent/carer. They should also be told about any First Aid treatment given. When the parent/carer collects the child, the responsible team member must check that they received the incident report.


The Headteacher will report serious accidents to Ofsted for further action to be taken (i.e., a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)).

If medical attention is required, a senior team member must notify the parent/carer as soon as possible while caring for the child appropriately.

Where medical treatment is required the Headteacher must follow the insurance company procedures. This may involve informing them in writing about the accident, this should be done after consultation with the Principal.

The Headteacher or registered provider must report any serious accidents to Ofsted and the local authority children's social care team The IFD (Integrated Front Door) for West Sussex Children Services or the LADO for West Sussex where necessary.

If relevant, such accidents must also be reported to the local authority Environmental Health Department, and their advice followed.



Accident Files are kept for at least 21 years and three months.

### **Unexplained injuries**

During the course of the nursery day practitioners may come across injuries (bruises or grazes for example) where the cause has not been observed.

In such cases the Head teacher/DSL will firstly speak to the The IFD (Integrated Front Door) for West Sussex Children Services or the LADO for West Sussex for advice.

The DSL will always follow the advice given from the LADO or Duty Safeguarding Team, which may include internal investigations to try and ascertain the cause of the injury – CCTV where available will be reviewed, staff members interviewed, and the child's movement traced to try and ascertain the cause of the injury.

Parents may be contacted to see if they can explain or were aware of the injury.

Details of investigation taken, and advice given will be logged on the Accident form.

### **Reporting of injuries that raise a concern**

In some cases, unexplained injuries (such as bruising or marks to the inner thighs, or marks on a non-mobile baby) will be considered a safeguarding concern by the Nursery Designated Safeguarding lead.

In the case of any such injuries, the DSL will always first contact The IFD (Integrated Front Door) for West Sussex Children Services for advice on how to proceed.

Records of these conversations will be kept on family and in the notifications log as well as a record of all actions taken.

### **Reviewing of Accidents**

The Headteacher will review accident forms/reports monthly to look for patterns, investigate any patterns and put steps in place to reduce future risks.

Any gaps in reporting identified will be investigated and updated

Any patterns in accidents or injuries will be risk-assessed so that adaptations to the room, garden or routine can be made to help prevent future accidents/incidents

Reports will be downloaded from the Family app and kept on file with details of any actions taken to mitigate or address trends

These reports will also be reviewed against the previous three months reports to assess for longer term trends.

### **Children's accidents at home:**

If a child arrives at nursery with a pre-nursery injury, team members must ask the parent to complete a 'Pre-Existing Injury Form/Home Option' on Family. A copy of this form will be kept with the child's safeguarding folder on the Family app. The Headteacher will monitor these pre-nursery injury notes on a regular basis to track the repeated number of accidents, who the child was with and how the injury was dealt with by the person caring for the child at the time.

### **Transporting children to hospital:**

The responsible Headteacher/team member must:

- Call for an ambulance immediately if the injury is severe and NOT attempt to transport the sick child themselves
- Immediately inform a member of the management team
- Contact the child's parent/carer as soon as possible and arrange to meet them at the hospital
- Arrange for the most appropriate team member to accompany the child. Take any relevant information with them, like registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy team members, if necessary, to ensure there are enough team members to care for the remaining children. This may mean temporarily grouping the children together.

### **Remember:**

- Always remain calm. Children who witness an incident may be affected by it and may need lots of cuddles and reassurance.
- Team members may also require additional support following the accident and can access individual support through our EAP programme.

### **First Aid:**

The appointed First Aid person will keep a central log of the locations of all first aid kits in each setting, The First Aid boxes as a minimum are to be in:

- All nappy changing areas/toilets
- The Headteacher's office
- The Kitchen

- The reception area
- Children's rooms
- The garden or outdoor areas.

First Aid boxes must always be accessible, contain appropriate content for use with children and have clear location signage displayed

The appointed First Aid person is responsible for checking the contents of the boxes regularly and replacing items that have been used or are out of date.  
The staff First Aid box must be kept in the staff room and out of reach of the children.

First Aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, like sterile dressings, bandages and eye pads. No other medical items, like paracetamol, should be kept in them.

**The appointed person(s) responsible for First Aid is:**

Nursery: Reflections Nursery and Forest School

Name: Becca Bakter

Telephone Number: 01903 208208

Email Address: [becca@reflectionsnurseries.co.uk](mailto:becca@reflectionsnurseries.co.uk) / [head@reflectionsnurseries.co.uk](mailto:head@reflectionsnurseries.co.uk) (shared mailbox)

Nursery: Reflections Nursery and Forest School

Name: Rachel Martini

Telephone Number: 01903 208208


Email Address: [rachel@reflectionsnurseries.co.uk](mailto:rachel@reflectionsnurseries.co.uk) / [head@reflectionsnurseries.co.uk](mailto:head@reflectionsnurseries.co.uk) (shared mailbox)

Most Little Dukes' team members are trained in Paediatric First Aid. Training is updated every three years.

All First Aid trained team members are listed on Famly. When children are taken on outings, they must always be accompanied by at least one team member who is trained in First Aid.

A First Aid kit/bag is taken on all outings along with any personal protective equipment (PPE) required.

Team members are given PPE according to the need of the task or activity. Team members must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids.

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PPE is also provided for domestic tasks. Team members are consulted when choosing PPE to ensure all allergies and individual needs are supported. This is evaluated on an ongoing basis.

### **Dealing with blood:**

We may not be aware that any child attending the nursery has a condition that can be transmitted via blood. Any staff member dealing with blood (nosebleeds etc.) must: Always take precautions when cleaning wounds as some conditions like Hepatitis or the HIV virus can be transmitted via blood.

Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

### **Needle punctures and sharps injuries:**

We recognise that injuries from needles, broken glass etc., can result in blood borne infections and that teams must take great care in the collection and disposal of this type of material.

For the safety and wellbeing of team members, anyone dealing with needles, broken glass etc., must treat them as contaminated waste.

If a needle is found, the local authority must be contacted to deal with its disposal and LADO should be informed.


At Little Dukes nurseries, we treat our health and safety responsibilities and obligations as a priority. We provide ongoing training to all team members in line with current health and safety legislation.

### **Head injuries:**

In the case of a head injury:

- Phone the child's parent/carer to tell them what has happened
- Give the child a cold compress for about 10 mins
- Watch the child carefully throughout the day for any changes in health
- Ensure the parent/carer is given instructions about dealing with concussion when they come to collect their child. [NHS Guidance for Head Injuries and Concussion](#)
- If the head injury is serious or the child has lost consciousness for any length of time, we will call 999 and take the child to hospital.



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We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

**Staff, visitor, and volunteer accidents:**

The accident book is kept in a safe and secure place in the nursery office. It is accessible to all team members who all know how to complete it. The accident book is reviewed at least half-termly to identify any potential or actual hazards.

**Reporting accidents and incidents:**

Ofsted should be notified as soon as possible, but at least within 14 days of any instances which involve:

- Food poisoning affecting two or more children looked after on the premises
- A serious accident, injury or serious illness of a child in our care and the actions we have taken and will be taking
- The death of a child in our care.

**Accident/Incident form and reporting on Family:**

***The accident form must include:***

- Whether it is an accident or incident being recorded
- Date of accident/incident
- Time of accident/incident
- Name and acknowledgement of person who dealt with the accident/incident
- Description of accident/incident, beginning with a clear single word description such as bump, scratch or bite.
- Description of care given
- Name of the person who gave care (this must be a Paediatric First Aid qualified team member)
- Description of injury (if applicable)
- Position of injury illustrated (using the body map on Family)
- Witness name and other staff present
- Acknowledgement of parent/carer on Family app
- In the event of an incident such as bites, both accident and incident reports must be completed.

***Please note:***

The name of any other child involved in an accident/incident report must remain confidential.

**Legislative Framework:**

**Keeping Children Safe in Education (KCSIE) DfE, September 2024**

**Working Together to Safeguarding Children, Updated September 2023**

**Early Years Foundation Stage Statutory Framework 19th January 2024**

**DfE Guidance - What to do if you are worried a child is being abused, March 2015)**

**Children Act, 1989 and 2004 Childcare Act, 2006**

**Safeguarding Vulnerable Groups Act, 2006**

**Children and Social Work Act, 2017**

**Safeguarding and Child Protection Policy**

**Health and Safety Policy**

**Supervision Policy**

**Medication Policy**

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995/2013 (as amended)**



## Appendix 1

Reportable accident or injuries to Ofsted

You do not need to report a minor accident, injury or illness suffered by a child in your care.

### Serious injuries, accidents and illnesses

You must tell Ofsted about any of the following:

- Death of a child
- anything that requires resuscitation
- Admittance to hospital for more than 24 hours
- a broken bone or fracture
- Dislocation of any major joint, such as the shoulder, knee, hip or elbow
- Any loss of consciousness
- Severe breathing difficulties, including asphyxia
- Anything leading to hypothermia or heat-induced illness

### Minor injuries

You do not need to tell Ofsted about minor injuries, even if treated at a hospital (for less than 24 hours). These include:

- Animal and insect bites, such as a bee sting that does not cause an allergic reaction
- Sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces
- Cuts and grazes
- Minor burns and scalds
- Dislocation of minor joints, such as a finger or toe
- Wound infections

### Eyes

You must report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. You must also tell us about any:

- Penetrating injury to the child's eye

- Chemical or hot metal burn to the child's eye

### **Substances and electricity**

If a child in your care suffers any injury from, or requires medical treatment for, any of the following situations you must tell Ofsted:

- From absorption of any substance:
  - By inhalation
  - By ingestion
  - Through the skin
- From an electric shock or electrical burn
- Where there is reason to believe it resulted from exposure to:
  - a harmful substance
  - a biological agent
  - a toxin
  - An infected material