



Accident & Incident Policy

Safeguarding and Welfare Requirement: Health

Providers must keep a written record of accidents or injuries and first aid treatment.
Providers must complete training to support the needs of the children attending.

Purpose:

The purpose of this policy is to ensure that when an accident occurs at Mosterton preschool action is taken and accurate information is recorded and communicated.

All members of staff are responsible for ensuring that accidents and injuries are dealt with promptly, appropriately and in accordance with this policy.

The safety of every child is paramount. Every measure will be taken to prevent injury. However, accidents may still occur, and the following procedures will be followed.

- The child will be comforted and reassured
- The extent of the injury will be assessed, and if necessary, medical support or an ambulance called
- First aid will be administered by a qualified paediatric first aider if required
- Once the child is settled, the parent or carer will be contacted and informed of the accident and if necessary, they may be asked to collect their child or meet staff at the hospital.
- A phone call will always be made to parents/carers following a head injury

After every accident (However minor)

- An accident/Incident report will be completed, signed and witnessed
- The parent/carers will be asked to read and sign the report
- All accidents are logged and evaluated at the end of each month
- Patterns in accidents or injuries will be risk-assessed and adjustments will be made to the room, garden, or routine to reduce the risk of future occurrences.

If the incident requires medical treatment:

- Inform Ofsted immediately – Or within 14 days at the latest – under standard 14.3 of the children act (Significant events)
- Inform the nursery's insurance provider
- Contact the local Early years team for any additional advice or support.

In the case of a head injury:

- The parent/carers must be notified immediately by phone.
- The child will be given a bumped head form at the end of the day.
- The child will be closely monitored throughout the day for any signs of deterioration in health

We follow the guidelines of:

- RIDDOR – Reporting of injuries, diseases and dangerous occurrences regulations



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- HSE – Health and safety executive
- EYFS – statutory framework for the early year’s foundation stage

First Aid:

At Mosterton pre-school we are proud that 100% of our staff are trained in paediatric first aid certified every three years.

- First aid boxes are located throughout the nursery and are clearly labelled
- Each box contains an up-to-date inventory of supplies
- Overflow supplies are always available to replenish first aid kits as needed
- The nursery manager is responsible for ensuring all medical and emergency contact information in children’s files is accurate and up to date
- The attending first aider is responsible for determining whether an injury can be treated in-house or requires external medical assistance.

Accident and Incident Definitions:

- **Accident:** An unintentional event resulting in injury (e.g. tripping and falling)
- **Incident:** An event involving another person that results in injury (e.g. being pushed and falling)

Procedure for dealing with accident or incidents involving children:

All accidents, incidents or injuries – however minor- must be recorded. The same procedure applies for both accidents and incidents:

1. A staff member who witnessed the event completes the accident/incident report
2. The report must be written clearly and accurately
3. Accident and incident forms are readily available and must be completed immediately.

The report must include:

- Whether it was an accident or incident
- Date and time of the event
- Name and signature of the staff member who dealt with it
- A clear description of the event
- A description of care provided (e.g. first aid, comfort)
- Name of the staff member who provided care (Must be paediatric first aid trained)
- Description of any injury – Including size (e.g. 10p size, 5cm long)
- Position of injury (Illustrated using a body map)
- Witness signature
- Signature of parent/carer
- Indication of whether follow-up medical advice is needed
- 20-minute observation check – By whom and at what time

Note: In the case of an incident, both an accident and incident report must be completed, other children involved must remain confidential.



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Information Retention:

All accident and incident forms are securely stored and retained for a minimum of 21 years and 3 months, in compliance with legal and safeguarding requirements.

Policy Review:

This policy is reviewed annually or in response to significant changes in legislation, to ensure they remain current and effective.

Date: September 2025

To be reviewed: September 2026