



Nursery Accident & Incident Policy

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the schools' Health and Safety, Child Protection, Security and Safeguarding policies.

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1. Aims

The primary aim of this policy is to establish clear, professional procedures for managing accidents, incidents, and pre-existing injuries involving children, staff, visitors, and volunteers at TOP Nurseries EYFS Department. Specifically, the policy aims to:

- Ensure the safety and well-being of children and all individuals on site through effective incident and accident management.
- Support and complement existing Safeguarding, Child Protection, and Health & Safety policies.
- Maintain accurate records to identify patterns of injury or concern, including those with a potential medical basis or safeguarding implications.

2. Legislation and Statutory Responsibilities

This policy adheres to the following legislation and statutory frameworks:

- Health and Safety at Work Act 1974
- The Children Act 1989 & 2004
- The Early Years Foundation Stage (EYFS) Statutory Framework
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Working Together to Safeguard Children 2018
- General Data Protection Regulation (GDPR) 2018

All reportable accidents and incidents will be communicated to the appropriate regulatory bodies including Ofsted, the Health and Safety Executive (HSE), and the Early Education and Childcare (EEC) team, where applicable, in compliance with statutory obligations.

3. Roles and Responsibilities

Nursery Manager / Deputy Manager

- Assess all incidents and ensure appropriate response and reporting.
- Ensure relevant forms are completed, reviewed, and submitted as required.
- Liaise with parents, carers, staff, external agencies, and statutory bodies.
- Ensure staff are trained and supported to follow policy procedures. **All Staff**
- Report all incidents, accidents, and injuries immediately to the designated senior staff.
- Administer appropriate first aid (if trained) and ensure the safety of all children.
- Complete accident, incident, and pre-existing injury forms accurately and promptly.

First Aid Trained Staff

- Deliver appropriate first aid treatment within their qualification scope.
- Ensure the First Aid Kit is regularly checked and re-stocked.

SEND/CO

- Monitor behavioural incidents and implement Positive Behaviour Plans if required.
- Liaise with staff and parents to provide targeted behavioural support.

Designated Safeguarding Lead (DSL) • Review any injuries with safeguarding concerns.

- Refer to Children's Social Care, Police, or Safeguarding Strategic Lead when necessary.

4. Equal Opportunities

TOP Nurseries is committed to promoting equality and inclusion. All incidents, accidents, and pre-existing injuries will be managed equitably regardless of a child's gender, race, disability, religion, belief, or background. Reasonable adjustments will be made to ensure fair access to care and support in all situations.

5. Incident and Accident Management

An "incident" may include:

- Physical injury or harm
- Negative behaviour displayed by children
- Injury through play
- Vandalism of property
- Death of a child or adult on premises
- Any critical, unforeseen event requiring immediate attention

Procedures:

- All incidents are documented using the Incident Form and stored securely.
- All behaviour-related incidents are logged on CPOMS for monitoring.
- Accidents are recorded in the family app.
- Parents/carers will be sent a copy for their records.
- EEC and/or HSE will be informed within 14 days if the incident is reportable under RIDDOR.
- All forms are reviewed half-termly for trends or concerns.

6. Accident and Injury Response

1. Nursery Manager/Deputy will assess the injury and determine appropriate action.
2. Minor injuries are treated on-site by first aid trained staff.
3. For serious injuries, emergency services are called, and parents are immediately notified.
4. The child will be accompanied to hospital by a staff member if parents have not yet arrived.
5. All actions are documented in the Accident Form.
6. The Nursery Manager will report to the Headteacher and relevant external bodies.

7. Behaviour-Related Incidents

1. Practitioners will apply six steps to conflict resolution and work with the child.
2. Incident form will be completed and logged on CPOMS.
3. Parents will be informed.
4. Behaviour will be monitored, reviewed half-termly, and addressed via Positive Behaviour Plans (in consultation with the SENDCO and Behaviour Policy).

8. Pre-Existing Injuries

1. If an injury is observed at drop-off, parents will complete an Existing Injuries Form.
2. If an injury is noticed later, parents will be contacted, and form completed upon collection.
3. All forms are scanned to CPOMS and reviewed termly.
4. Concerns will be escalated to the DSL, who will liaise with safeguarding agencies if necessary.

9. Death on Premises

In the tragic event of a death at the nursery:

1. Police will be notified immediately.
2. Parents/carers of the individual will be informed.
3. The welfare of other children will be prioritised, and additional staff will be called in.
4. Parents will be asked to collect children early if necessary.
5. The incident will be recorded in full detail.
6. Ofsted and the HSE will be notified in line with statutory duties.

10. Monitoring and Review

- All accident, incident, and injury records will be reviewed by management on a halftermly basis.
- This policy will be reviewed annually, or sooner in response to changes in legislation or significant events.
- Staff will receive regular training and updates as required.