



Accident and Injury Policy

Updated September 2024

At Briar Dene Childcare, the health, safety, and well-being of the children in our care are our top priorities. While we aim to provide a safe environment, incidents may still occur. This policy outlines the procedures for reporting, recording, and responding to incidents that occur at the nursery, ensuring that they are managed effectively, and that appropriate action is taken to minimise risks in the future.

The purpose of this policy is to:

- Provide clear procedures for reporting and recording incidents.
- Ensure that incidents are managed and investigated in a timely and appropriate manner.
- Support staff, children, and parents following an incident.
- Comply with health and safety regulations and legal requirements.
- Promote a safe environment and prevent recurrence of incidents.

An incident is defined as any event or situation that:

- Results in an injury, harm, or illness to a child, staff member, or visitor.
- Causes damage to property or the environment.
- Involves inappropriate or concerning behaviour by a child or an adult.
- Involves a breach of health and safety procedures.
- Poses a risk to the safety and well-being of children, staff, or visitors.
- Involves any other event that is noteworthy and requires documentation or investigation.

Types of Incidents:

Incidents can be categorised into the following types:

A. Accidents and Injuries

- Any physical injury sustained by a child, staff member, or visitor, such as cuts, bruises, sprains, or broken bones.
- Incidents involving falls, trips, or bumps.
- Accidents during activities or outdoor play.

B. Illness and Medical Incidents

- Sudden illness or medical emergencies, including asthma attacks, allergic reactions, or seizures.
- Situations where a child requires medical treatment or attention during their time at nursery.

C. Behavioural Incidents

- Instances of disruptive or concerning behaviour by children, such as aggression, bullying, or harming themselves or others.
- Incidents involving inappropriate or unsafe behaviour, including damage to property.

D. Safeguarding Concerns

- Any concern that a child may be at risk of harm, abuse, or neglect, whether suspected or reported.
- Any situation where a child exhibits behaviour that may indicate a need for further investigation or support.

E. Other Incidents

- Any event not covered by the above categories that requires attention, such as a visitor or staff member feeling unwell, an emergency evacuation, or a breach of health and safety protocols.

Reporting Incidents:

A. Immediate Action

- In the event of an accident, injury, or emergency, the first priority is to ensure the safety and well-being of the individuals involved. Staff should:
 - Provide immediate assistance, first aid, or medical attention as necessary.
 - Call emergency services if the situation requires urgent medical care or further assistance.
 - Inform the nursery manager or senior staff member immediately about the incident.

B. Incident Reporting

- All incidents must be reported promptly by staff to the nursery manager or designated person responsible for health and safety.
- The staff member who witnessed or was involved in the incident should complete an incident report form, providing details of the incident, including:
 - The date, time, and location of the incident.
 - Names of individuals involved, including any witnesses.
 - A description of what happened, including any contributing factors.
 - Actions taken immediately following the incident (e.g., first aid, calling parents).
 - Any recommendations for preventing similar incidents in the future.

Recording and Documentation:

- All incidents, including accidents, injuries, illnesses, and behavioural concerns, must be documented in the nursery's incident log.
- The incident report will be reviewed and signed by the nursery manager to ensure accuracy and completeness.
- A copy of the report will be kept in the child's individual file, if relevant.

- The parent or guardian of any child involved in an incident will be informed of the incident as soon as possible, and the details of the incident will be shared with them.
- For serious or ongoing incidents, the nursery may seek advice or report the matter to relevant authorities, such as health professionals or safeguarding services.

Parental Notification:

- Parents or guardians will be notified of any incidents involving their child, including:
 - Accidents, injuries, or illnesses that require medical treatment or attention.
 - Behavioural incidents or concerns.
 - Safeguarding concerns or any event where their child's well-being may be at risk.
- Notifications will be made in writing, by phone, or in person, depending on the severity of the incident.
- For more serious incidents, parents will be asked to sign the incident report form to acknowledge receipt of the information.

Investigation and Follow-up:

- Following an incident, the nursery manager or designated person will investigate the cause of the incident to determine whether any procedures, policies, or practices need to be improved or amended.
- In cases of recurring incidents or serious accidents, the nursery will:
 - Review the circumstances of the incident in detail.
 - Identify any patterns or underlying issues (e.g., equipment safety, supervision levels, behaviour management).
 - Implement strategies or improvements to prevent similar incidents from occurring in the future.
 - Consult with relevant professionals or authorities, such as health and safety experts, social services, or the local safeguarding board, where appropriate.

Staff Training and Support:

- All staff members will receive regular training in health and safety procedures, first aid, child protection, and behaviour management to prevent and respond to incidents effectively.
- Staff members involved in any significant incidents will be offered support and guidance as needed, including access to counselling or debriefing sessions.
- Staff will also be encouraged to participate in regular health and safety audits and risk assessments to identify and mitigate potential hazards.

Monitoring and Review:

- Incident records will be reviewed regularly by the nursery manager to monitor trends and patterns in incidents.
- The nursery will use this information to improve safety procedures, inform risk assessments, and adjust policies where necessary.
- This Incident Policy will be reviewed annually to ensure that it remains relevant, effective, and compliant with current legislation.

Briar Dene Childcare is committed to providing a safe and secure environment for children, staff, and visitors. By following this Incident Policy, we aim to respond quickly and effectively to any incidents that occur, ensuring that all appropriate actions are taken to protect everyone involved and reduce the risk of future occurrences.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		