



# LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB

## ACCIDENT & INCIDENT PROCEDURES

### IN CASE OF ACCIDENT

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent as many as possible.

There are always staff on the premises who hold a current Paediatric First Aid certificate. Whilst not wishing to alarm parents, it is possible for a child to have an accident which needs urgent professional attention by a doctor or at hospital.

If such an occasion arises, the staff will make every effort to contact the parents, caregiver or named emergency contacts, to take responsibility for any subsequent treatment.

In the unlikely event that no one can be contacted, the parent or caregiver will need to have given prior permission for the staff to act appropriately for the good of the child. It is therefore necessary for the setting to have obtained consent from the parent or caregiver. This consent is obtained as part of the admissions process when registering your child.

### ACCIDENT RECORD KEEPING

The accident record keeping file is kept with records of all accidents no matter how minor, and parents will be asked to sign to ensure that they have been informed of any accidents that the setting is aware of.

It is the setting's duty to notify OFSTED **0300 123 1231** if your child is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from the setting, or later, as the result of something that happened while the child was in the setting's care.

### IN CASE OF AN INCIDENT

An incident is something which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss, or injury. Some examples are:

- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

The setting must notify Ofsted and local child protection/safeguarding children's agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given.

Accidents/incidents relating to staff or visitors to the setting should be reported to the Manager and recorded using the setting's digital accident and incident recording system (CPOMS).

Any injury related absence lasting more than 3 days must be reported to RIDDOR.

## INCIDENT RECORD KEEPING

The setting's incident record keeping system will record the incident circumstances and description, the time and date of the incident, the names of persons involved and names of those involved/present. Parents of the child/ren involved will be advised of the incident at collection or via the telephone and will be advised that a record has been made.

Any accidents or incidents that occur during Leechpool Caterpillar After-School Club will not be shared with Leechpool Primary School. Although the setting is based within Leechpool Primary School's grounds, Leechpool Caterpillar Nursery & After-School Club is a separate organisation.