



Accident and Incident Policy

Accidents

At High Littleton Pre-school, we encourage children to take risks to explore in a safe and secure environment. Children gain a wide range of learning when they take risks and in return this enables them to use their experiences to implement into their everyday lives. It is a natural part of growing up and learning and we must understand and accept that children will bump into one another, trip or accidentally stand on someone's hand if they are playing.

Occasionally when children take risks, accidents can happen. At High Littleton Pre-School, we interpret an accident to mean we have to administer first aid treatment such as cold compress, or a plaster. In the event of treatment being given then an accident form will be completed and the person collecting the child will be informed and asked to sign the accident form. If we feel the child needs to be observed at home or seen by a doctor, then we will contact parents in first instance and move onto the emergency contacts if necessary.

If a child needs emergency medical treatment where an ambulance needs to be called, then a member of staff will attend with the child in the ambulance. The parents will be contacted as soon as possible and if no contact can be made with them, then we will contact the emergency person's details given on each child's registration form. An accident form will be completed and signed by the parents.

In all other cases, no accident form will be completed.

Incidents

On occasions, during a session a mark such as a bruise, may be noticed on a child, but the child has not been seen to have an accident at High Littleton Pre-School. This could be because the child didn't get upset, or where possible tell a member of staff they had hurt themselves (verbally), or that the child arrived with the mark at the start of the session and the setting was not informed. In this situation, the person collecting the child will be informed of the mark.

If any child comes into High Littleton Pre-School with any marks such as bruise, scratch from an accident that has happened outside of the setting, then the person dropping off the child will need to complete a Pre-existing form (kept with the signing in sheets). This is a record that is kept by the setting as part of our safeguarding policy and is monitored closely. If no incident form is completed and a mark is noticed, then parents will be telephoned to ask what happened.

Very occasionally a child may demonstrate unkind behaviour and hurt another child such as biting due to frustration, in these circumstances our behaviour policy will be followed, and an incident form completed for the child who has displayed unkind behaviour and shared with the person collecting the child. The parents of the child who has been involved in the incident will also be informed.

This policy was adopted at a meeting of

High Littleton Pre-School

Held on

September 2018 (date)

Date to be reviewed

September 2019 (date)

Chairpersons signature

Lara Turner-Rogers

Name of signatory

Karen Grinham

Role of signatory

Pre-School Leader