

## Auchinairn Early Years Centre



### Accident / Incident Policy

As highlighted through our staff and parent evaluation (February 2025), incident forms play an important role in:

- Safeguarding children and ensuring their wellbeing
- Maintaining accurate records for accountability and future reflection
- Supporting clear communication with families
- Reflecting staff's professional judgement in managing care
- Protecting both staff and the setting by having transparent documentation.

In the event of a child suffering a minor incident whilst in nursery the following procedure will be carried out:

- First Aid procedures will be carried out if necessary.
- Minor grazes/scraps (paper cut, small graze etc.) will be attended to and first aid will be given if needed by a staff member whom may or may not be first aid trained.
- Staff will use own professional judgment as agreed in February whether an incident form on learning journals should be wrote up. This will always be passed onto parent/carer at collection if an incident form has not been completed.
- Staff will complete an Accident/Incident Report on the child's Learning Journal stating details of incident and the care given (anything more than a small minor cut/graze)
- Report will be checked by the Senior Leadership Team before then submitting an email to the parent/carer to sign off
- In the event of a head injury the child will receive a cold compress and the parent/carer will be contacted by the nursery. The child will be monitored for the remainder of their session.
- Staff will inform parents/carers at collection that the child has an Incident form to be signed off.
- If the parent/carer has not signed the incident form off in one day this will be emailed to them again. If it still hasn't been signed off this will then be printed for the parent to sign a hard copy and will be stored in the child's care plan.

In the event of a child suffering a more serious accident (large scrape, head bump, bruising) the following procedure will be carried out:

- First Aid procedures will be carried out by our qualified First Aider.
- They will determine if we require to phone child's parent and/or emergency contact/Doctor/Emergency Services
- If emergency services are required, a member of staff will accompany the child to hospital if parent is not in attendance.
- Staff will complete an Accident/Incident Report on Learning Journals stating details of accident and the care given
- Report will be signed by Senior Leadership Team and emailed to the parent/carer. A paper copy will also be printed for parent.
- This will then be reported to Care Inspectorate by Senior Leadership Team

In the event of a child being injured as a result of an incident with another child e.g. being bitten, scratched, kicked, punched etc, the following will be carried out:

- First Aid procedures will be carried out if necessary.
- Staff will complete an Accident/Incident Report on the child's Learning Journal stating details of incident and the care given
- Report will be checked by the Senior Leadership Team before then submitting an email to the parent/carer to sign off
- In the event of a head injury the child will receive a cold compress. The parent/carer will be informed by the nursery and the child will be monitored for the remainder of their session.
- Staff will inform parents/carers at collection that the child has an Incident form to be signed off.
- If the parent/carer has not signed the incident form off in one day this will be emailed to them again. If it still hasn't been signed off this will then be printed for the parent to sign a hard copy and will be stored in the child's care plan.

An Accident/Incident Report will also be completed in respect of the child who caused the incident stating details and the positive behaviour procedures implemented by staff.

The report will be signed by the member of staff, Head/Depute Head/Senior before then getting emailed to the parent/carer.

First Aid boxes can be found in:

- The main office
- Senior leadership team office
- 2-3-year-old room
- Nurture Room
- Lunch Area – 3-5-Room
- Home Corner – 3-5-Room
- Undercover Area

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

All first aid trained staff are listed in every room. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

The leadership team review the accident/incident forms monthly for patterns, e.g. one child having a repeated number of incidents, a particular area in the nursery or a particular time of the day when most incidents happen. Any patterns will be investigated by the senior leadership team and all necessary steps to reduce risks are put in place.

Early Learning and Childcare Quality: Staff Skills Knowledge and Values

Early Learning and Childcare Quality: Nurturing Care

Early Learning and Childcare Quality: Connections with Families

Early Learning and Childcare Quality: Safeguarding and Child Protection

RtA: 3.2

HGIOELC - QI 2.1

UNCRC – Article 24, 39

Quality Framework – 1.1, 1.2, 4.1

Health and Social Care Standards: 1.13, 1.24, 2.4, 2.23, 3.2, 3.14, 3.15, 3.24, 4.1,

This policy has reviewed and updated following consultation with staff and parent/carers

Signed .....  
September 2025