**Accident and Incident Policy**

**1. Introduction: Creating a Safe Environment**

At Just for Kidz, the safety and well-being of all children, staff, and visitors is our highest priority. We are committed to creating a safe, secure, and stimulating environment where children can learn and develop confidently and where risks of injury or harm are minimised.

To prevent accidents and injuries, we:

* Carry out regular and thorough risk assessments of all indoor and outdoor areas
* Ensure equipment and toys are age-appropriate, well-maintained, and used safely
* Implement robust supervision procedures, including appropriate child-to-staff ratios
* Train staff in health and safety, paediatric first aid, and safeguarding procedures
* Maintain clean, clutter-free play spaces to reduce slips, trips and falls
* Monitor the environment continuously and respond quickly to any hazards
* Promote children's awareness of safety through modelling, discussion, and activities

Despite our preventative efforts, we recognise that accidents may still occur. This policy outlines how we respond to and record any accidents or incidents, ensuring a consistent, transparent, and child-centred approach.

**2. Aims**

This policy aims to:

* Ensure all accidents and incidents are responded to swiftly and appropriately
* Safeguard the health, safety, and welfare of children, staff, and visitors
* Maintain accurate and confidential records of accidents and incidents
* Comply with statutory requirements under the EYFS and Health and Safety legislation
* Work in partnership with parents and relevant authorities where required

**3. Legislation and Guidance**

This policy is based on the requirements of:

* The Statutory Framework for the Early Years Foundation Stage (EYFS)
* Health and Safety at Work Act 1974
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
* Data Protection Act 2018 (UK GDPR compliance)

**4. Responsibilities**

**Nursery Manager**

* Ensure the policy is implemented and reviewed annually
* Ensure all staff are aware of and follow accident reporting procedures
* Report notifiable incidents to Ofsted and/or RIDDOR if required

**Staff**

* Ensure children are supervised appropriately to reduce risk of injury
* Administer appropriate first aid (within level of training)
* Complete accident/incident forms promptly and accurately
* Inform parents/carers on the same day

**Parents/Carers**

* Provide up-to-date emergency contact and medical information
* Inform the setting of any incidents or injuries that happen at home

**5. First Aid Provision**

* There will always be at least one *Paediatric First Aid (PFA)* trained member of staff on site and during outings
* First aid boxes are accessible in every room and outdoor area, and are checked regularly
* First aid is administered in line with training and best practice

**6. Recording Accidents and Incidents**

All accidents and incidents (to children, staff or visitors) will be:

* Recorded promptly using an *Accident/Incident Form*
* Signed by the staff member who witnessed or dealt with the incident
* Reviewed and signed by the manager or deputy
* Shared with and signed by the parent/carer on the same day

Forms include:

* Name and date of birth of child involved
* Date, time and place of the accident
* Details of the injury and how it happened
* First aid/treatment administered
* Any witness(es)
* Name and signature of staff member and parent/carer

**For head injuries**, a *head bump form* is also completed. Parents are informed by phone as well as in writing.

**7. Reporting Serious Incidents**

We notify Ofsted as soon as reasonably practicable (and within 14 days at the latest) of:

* Any serious accident, injury or illness to a child
* Any death of a child while on the premises, or as a result of something that happened while the child was in our care

We also comply with RIDDOR and report to the HSE if:

* A child or staff member suffers a serious injury requiring hospital treatment
* A child or staff member is taken from the setting to hospital
* There is a dangerous occurrence (e.g., electrical fault, structural collapse)

**8. Injuries That Occur at Home**

If a child arrives at nursery with an existing injury:

* Staff will ask the parent/carer for details
* An *Existing Injury Form* will be completed, dated and signed by the parent/carer and staff
* This ensures clarity and transparency, and supports safeguarding

**9. Monitoring and Review**

* All accident forms are monitored by the manager monthly to identify any recurring issues or patterns
* Risk assessments are updated in response to any concerning trends
* This policy is reviewed annually, or sooner if needed due to legislative changes or a serious incident