



Accident and Incident Policy

Accident records

We will record in our Accident/Injury file:

- details of any existing injuries that a child arrives with, including bumps and bruises
- the time, date and nature of any accident
- details of the children affected
- a written description of the type and location of any injury and a body map
- the action taken at the time, any action taken later and who did what
- the circumstances of the accident, names of any adults and children involved and any witnesses (we may need the contact details of the witnesses)
- the signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.

We will also record:

- incidents where no wound is visible, as symptoms may become apparent only after the event e.g. concussion.

We review accident records regularly to identify any trends or recurring causes of injuries.

Incident records / Physical Intervention

Incidents will be recorded in detail. These will include

- bullying and fighting and any intervention that was used
- an extreme reaction to a common situation e.g. hysterical response to thunder or a fire drill alarm

We will record in our Incident/Physical Intervention file:

- the child's name
- the time and location of the incident
- what triggered the incident

- the nature of the incident
- other people involved
- witnesses
- how the situation was handled
- what form of restraint was used and any consequences.

Emergency medical advice or treatment

As part of our registration pack, we will ask for permission to give/seek emergency medical treatment. We require parents to either sign this or give us a reason why we could not seek medical treatment.

Reporting accidents and incidents

As an **Early Years Setting** it is our obligation to inform Ofsted about any accident, injury or death that happens to a child while that child is on our premises and in our care. If:

- a child dies on our premises, or as a result of something that happened while the child is in our care regardless of where they are when they die
- an adult dies, or has a serious accident or injury while on our premises (Childcare Register only)
- a child in our care is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from our premises, or later, as the result of something that happened while the child was in our care
- there is any significant event which is likely to affect our suitability to care for children.

Exclusions apply – We do not have to inform Ofsted if:

- an adult has an incident on our premises
- a child has an incident on our premises, but they are not in our care at the time, for example they have been picked up by their parent and they are leaving our premises
- an adult or child has an incident off our premises, such as on an outing.

We will also tell Surrey County Council's local authority child protection designated officer (LADO) about any serious accident, injury to, or death of a child whilst in our care by calling **03001231650 (opt 3)**. We will also act on any advice given.

Our responsibility as an employer

As an employer who is in control of work premises, we have legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). We will report:

- deaths
- major injuries that happen to anyone on your premises or while you are caring for children off our premises
- injuries that last more than three days – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three consecutive days
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- some work-related diseases.
- dangerous occurrences – where something happens that does not result in an injury but could have done.

We will report any incidents as soon as possible, by calling the Health and Safety Executive (HSE) Incident Contact Centre on **03453009923/08453009923** (Monday to Friday 8.30am and 5pm), or by filling in an online form by going to www.hse.gov.uk/riddor For injuries that last more than three days we must tell the HSE within ten days of the incident happening.

We will inform Ofsted and Surrey County Council's LADO about any incidents involving staff as soon as is reasonably possible and always within 14 days of the incident happening.

At least one person who has a current paediatric first aid certificate will be on our premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate. First aid training is:

- approved by Surrey County Council
- consistent with guidance set out in the Practice Guidance for the Early Years Foundation Stage
- a minimum of 12 hours • renewed every three years.

Useful resources and websites

- www.legislation.gov.uk/ukxi/2008/975/contents/made
- <https://www.surreysafeguarding.org.uk/>
- www.ofsted.gov.uk **0300 123 4666** Piccadilly Gate, Store Street, Manchester, M1 2WD
- www.hse.gov.uk/riddor

Reviewed & re-agreed at AGM held 10th October 2025 Chair Alex Constantine