



ROMPERS PRIVATE NURSERY INCIDENT POLICY



Policy Statement:

At Rompers it is our duty to put the care and welfare of all children at the front of our practice. As qualified staff we are responsible for the health, safety and wellbeing of all children during their attendance at nursery.

During this time in our care all staff must record any incidents that take place.

Incident definition: *an event or occurrence that is relating to another person, typically resulting in an injury. For example, being pushed over and hurting your knee.*

Aims of this Policy:

- To keep an accurate record of all incidents that happen in nursery
- To inform the parent of any incidents that take place within nursery
- To help us to identify any potential areas in nursery that incidents are occurring regularly and act upon this appropriately and professionally

Procedures:

- All rooms have accidents forms to fill out in the case of an incident occurring
- Staff must fill out a form each time there is an accident and photocopy the completed form, one form is sent home the other is filed at Rompers
- A **SBAR** style of form is used to record accidents and all staff have received training in how to complete this
- If necessary staff will contact the parent to inform them of the incident i.e. head injury
- Incident form will be discussed with parent when they collect their child
- Once the form is signed, one form is sent home with the parent and the other is photocopied and filed within the 'Incident and Accident folder' at nursery within the child's room
- All incidents are kept within this folder and reviewed on a monthly basis, helping us to identify any hazardous areas
- Any area where it is felt accidents are happening regularly will be reported and discussed with management, appropriate action can then be taken
- First Aid boxes are accessible in each room and visibly labelled with up to date equipment. These are audited every 3 months to ensure they are fully stocked.
- A **bump note** will be issued home with a child if they have had a head injury, this will support the parent in observing their child to ensure other symptoms do not occur
- In the event of an incident, the name of any other child involved must remain confidential

Monitoring:

- Monthly reviews of the incidents that have occurred will help to identify any problem areas in nursery
- Ensure that all parents receive a copy of the incident form home by looking through the file monthly, this is carried out by room seniors
- All incident forms are archived and kept for five years

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none