**Portlethen Primary School Nursery**

**Accidents and Incidents Policy**

**Policy Statement**

The purpose of this policy is to ensure that when an accident occurs in Portlethen Primary School Nursery appropriate action is taken and accurate information is recorded and communicated.

An accident is classed as an occurrence which has resulted in an injury to one or more persons.

**Who is Responsible?**

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of first aid and that there is at least one member of staff on duty at all times who has a valid first aid certificate.

It is the responsibility of the member of staff who has administered the first aid to write the accident report and ensure that it is signed by the parent or carer of the child or children involved.

All members of staff have a responsibility to ensure that the manager is informed when items from the first aid box are used.

**How the Policy is Implemented**

When creating the staff rota, the manager must ensure that at least 1 member of staff on duty has a valid first aid certificate.

First Aid certificates will be displayed on the staff board or information board which states who the first aiders are in the nursery.

The manager is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate.

When an accident occurs it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

**Minor Injuries**

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record, this record will be signed by the first aider and by the parent or carer of the child.

If the injury is minor but requires medical assistance the first aider will take the child to the nearest health centre, the child's medical information and registration forms should be taken with them, a member of staff at the setting should contact the parent or carer to inform them of the accident and the actions that have been taken. Upon returning to the setting the first aider should complete the accident report and have it ready for the parent to sign.

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the accident and what hospital the child has been taken to.

**Recording Accidents**

All accidents and injuries, however minor must be recorded in the accident book. Each child has their own page in the book and parents have access to their child's records and those alone. The accident record should include the following:

* Name of the child
* Date and time of accident
* How the accident occurred
* The extent of the injury
* What treatment if any was given
* Regular monitoring

The child's parent or carer must sign the accident record and any incidents which required hospital treatment will be reported to the settings Care Inspectorate Officer within 24 hours.

**Incidents**

**Policy Statement**

The purpose of this policy is to ensure that when an incident occurs in Portlethen Primary School Nursery that appropriate action is taken and accurate information is recorded and communicated. An incident is classed as an occurrence which may under certain circumstances cause an injury to one or more persons.

**Who is Responsible?**

It is the responsibility of every member of staff to ensure that incidents are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of incident management for Portlethen Primary School Nursery.

It is the responsibility of the member of staff who has dealt with the incident to write the Incident in the nursery incident book and to inform the parent/carer of the incident.

**How the Policy is implemented**

The codes of conduct for staff, children and parents and carers are displayed on the setting notice board or information area.

The behaviour management policy and procedure will be displayed on the setting notice board or information area.

Any incidents which may cause harm to one or more persons must be dealt with in a timely manner and recorded appropriately.

Incidents are divided into minor incidents and major incidents, minor incidents are classified as incidents which whilst they may require first aid, do not require medical or external assistance from the authorities. Major incidents are classified as incidents which require medical or external assistance from the authorities, including the police.

**Minor Incidents**

If the incident is minor and does not require medical or external assistance the member of staff should address the incident using the approved methods of the setting and complete an Incident record, this record will be signed by the member of staff and by the parent or carer of the child.

If the incident is minor but first aid is required the first aider will assess the situation and administer first aid as required. A member of staff will complete the incident record and assist in the completion of the accident record. The parents or carers of the child or children involved in the incident should be contacted and informed of the incident. The parents or carers should also sign the completed accident and incident records when they arrive to collect their children.

**Serious Incidents and Injuries**

If the incident is serious and medical treatment or external authorities are involved a member of staff should call the appropriate authorities immediately, if medical treatment at the hospital is required then a member of staff will accompany the child to the hospital in an ambulance. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the Incident and what action has been taken. In some extreme cases the member of staff may also be required to contact the police, if this is the case the parents or carers will inform the parents or carers that this has been done and the reasons for this.

**Recording Incidents**

All Incidents, however minor must be recorded in the Incident book. The Incident record should include the following:

* Name of the child
* Date and time of Incident
* Details of the incident
* What action was taken

The child's parent or carer must sign the Incident record and any incidents which required hospital treatment or external influence from authorities such as the police will be reported to the Care Inspectorate Officer within 3 working days.