

Recording and Reporting of Accidents and Incidents

Accident Forms

All accident forms are confidential. Any accident or near miss that happens during the preschool or early years holiday club hours MUST be recorded on an accident form at the earliest possible opportunity by the member of staff that witnesses the accident and if applicable the staff member who administered the first aid.

Near misses must also be recorded. A near miss is an event or situation that could have, but didn't, result in injury, damage or loss. Once completed the staff member(s) MUST sign the form.

Parents/carers need to be informed of the accident as soon as they pick up their child (unless the accident is serious enough for the parent/carer to be contacted at the time). Once the parent/carer has been informed and has read the form they MUST sign it.

Once completed, the accident forms are kept in date order in the accident folder which is in the confidential draw of the filing cabinet.

There is a separate accident book for members of staff. This is kept in the filing cabinet in the staff draw.

Guidelines for completing the Accident form

- One form should be completed for each person involved in the accident.
- Never put the names of the other children involved in the accident on the form.
- Keep writing as clear as possible.
- Put as much detail as is possible about the injury, e.g. size, colour, shape, how much it bled.
- Check the completed form with the person in charge before showing the parent/carer the form.
- Store the completed form in a confidential accident file.

Incident forms

Any incident that happens during the hours the setting is open must be recorded on an Incident Form, at the earliest opportunity, by the worker who witnessed the incident. Once completed, the worker must sign the form.

Parents/carers need to be informed of the incident as soon as they collect their child (unless the incident is serious enough for the parent/carer to be contacted at the time). Once the parent/carer has been informed and has read the form they must sign it.

All completed Incident Forms will be kept in a confidential drawer of a locked filing cabinet.

Guidelines for Completing an Incident Form

- One form should be completed for each person involved in the incident
- Never put names of the other children involved in the incident on the form, use initials if necessary.
- Keep writing as clear as possible
- Put as much detail as is possible
- Check the completed form with the senior worker before showing the parent/carer

Serious Incidents

Please refer to Ofsted guidance for reporting requirements about serious incidents.

This policy was adopted by: Out There Early Years	Date: May 2017
To be reviewed: May 2018	Signed: Jenny Brough