

Accident/Incident Policy



Nurture and Grow Childcare

1.0 Statutory Requirements

1.1 Nurture and Grow Childcare adheres to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 2013) guidelines for reporting serious accidents, diseases, and dangerous occurrences. Reports will be submitted online via the Health and Safety Executive website (www.hse.gov.uk/riddor).

1.2 Safeguarding and child protection concerns are detailed within a separate Safeguarding Policy.

1.3 In compliance with the Early Years Foundation Stage (EYFS, 2023), Sections 3.51 and 3.52, Nurture and Grow Childcare maintains accurate written records of all accidents, incidents, and any first aid administered. Parents/carers will be promptly informed through their child's assigned key person to ensure individual care needs are consistently met.

1.4 Nurture and Grow Childcare is legally obligated to notify Ofsted immediately (or no later than 14 days) of the following:

- The death of any child while in our care, or later resulting from an incident at the nursery.
- Serious accidents or injuries resulting in hospitalisation exceeding 24 hours, either directly from nursery or later due to an incident occurring at nursery.
- Any significant event affecting suitability to care for children.

1.5 Definitions:

- **Accident:** An unexpected, unintended occurrence causing injury, e.g., tripping and falling.
- **Incident:** An event involving another person resulting in injury, e.g., being pushed or harmed by another.

2.0 Accident/Incident Reporting Procedure

All accidents/incidents are documented accurately on Blossom, securely stored in line with data protection regulations (GDPR).

Each record must detail:

- Date and time of occurrence
- Child's full name, date of birth, and nursery room

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- Circumstances leading up to the accident/incident
- Location of injury (body map included)
- Description and extent of the injury
- Details of first aid provided
- Signatures of a witnessing staff member and a senior staff member
- Signature of parent/carer or documented evidence (e.g., Blossom) confirming parent/carer has been informed

Parents/carers will be immediately informed of any injuries sustained and treatment administered. Pre-existing injuries identified upon arrival at the nursery will be discussed with the parent/carer, documented, and monitored accordingly.

3.0 Reporting Serious Accidents/Incidents

3.1 Ofsted and relevant local safeguarding authorities must be informed immediately (within 14 days at the latest) of any serious accident, injury, or death involving a child.

3.2 Serious incidents as per RIDDOR will be reported online via the HSE website within legally required timelines (no later than 10 days after the incident).

3.3 All serious accidents/incidents will undergo thorough investigation, be documented clearly, and appropriate preventative measures implemented.

3.4 Accident and incident records are securely retained until the child reaches 21 years old for legal and insurance purposes.

3.5 Emergency medical services (ambulance) will be contacted immediately for life-threatening conditions or injuries that cannot be treated onsite. Ofsted will be notified where hospitalisation exceeds 24 hours.

3.6 Serious injuries reported to Ofsted and RIDDOR include, but are not limited to:

- Fractures or suspected broken bones
- Loss of consciousness
- Severe or persistent pain
- Acute confusion
- Difficulty breathing or severe chest pain

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- Amputation or dislocation of major joints
- Eye injuries involving chemicals, penetration, or burns
- Electric shock causing unconsciousness or hospitalisation
- Severe burns, hypothermia, heat-induced illness, or asphyxia
- Poisoning or exposure to harmful substances requiring medical treatment

3.7 Minor injuries, while not reportable to Ofsted, must still be documented and communicated to parents/carers:

- Cuts, grazes, and minor bruises
- Minor burns, scalds, or insect bites
- Minor head injuries without lasting effects

4.0 Head injuries

If a child receives a head injury while in the setting, then we will follow this procedure:

- Comfort, calm, and reassure the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedures if this is required (see below)
- If the skin is not broken, we will administer a cold compress for short periods, repeated until the parent arrives to collect their child
- If the skin is broken, then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury, and if they need to collect their child
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries, we will follow our paediatric first aid training.

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5.0 First aid

The first aid boxes are located in: **Each nursery room (Adventurers, Explorers & Blossoms)**

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes **weekly** and replaces items that have been used or are out of date.

The staff first aid box is kept **in the staffroom**. This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items, such as paracetamol, should be kept in them.

All of the staff are trained in paediatric first aid, and this training is **updated every three years**.

All staff at our nursery are **fully trained in paediatric first aid**, ensuring that qualified personnel are always available to respond promptly and effectively to any emergencies. To maintain clarity and readiness, **lists of all first aid trained staff members are displayed clearly in each room within the nursery**.

When children participate in **outings away from the nursery** premises, we guarantee that they are always accompanied by at least one member of staff holding a current, full (12-hour) Paediatric First Aid (PFA) certificate. Additionally, **a fully stocked first aid box** and any necessary emergency medication, such as inhalers or EpiPens, are taken on all outings to ensure the continued safety and well-being of every child in our care.

6.0 Food Safety (Aligned with EYFS Guidelines)

Children are always **closely supervised during mealtimes**, and all food provided is carefully prepared and adequately cut to **reduce choking risks**. Staff are trained in **paediatric first aid**, **specifically including responding to choking incidents**, to ensure maximum safety.

7.0 Personal protective equipment (PPE)

The nursery provides staff with PPE according to the needs of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when procuring PPE to ensure all allergies and individual needs are supported, and this is evaluated on an ongoing basis.

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8.0 Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds, as some conditions, such as hepatitis or HIV can be transmitted via blood
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid, or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

9.0 Emergency and Safeguarding Contacts

Ofsted: 0300 123 1231

Designated Safeguarding Lead (DSL): Helen Andrews

Deputy DSL: Pamela Roache

Health and Safety Executive (HSE) 0345 300 9923

(opening hours Monday to Friday 8.30 am to 5 pm).

Out of Hours HSE - 0151 922 9235.

Local Authority Contacts:

- Milton Keynes Safeguarding Children Board: www.mkscb.org
- Milton Keynes Council: www.milton-keynes.gov.uk
- Multi-Agency Safeguarding Hub (MASH): 01908 253169/70 (Office Hours),
- MASH Out of Hours - 01908 265545

Prevent Duty Contacts:

- Local Prevent Lead: jo.smart@miltonkeynes.gov.uk, 01908 254533
- Police Prevent Gateway Team: by email: PreventGateway@thamesvalley.police.uk or calling 01865 555618.
- National Terrorism Helpline: 0800 789 321

Police:

- Emergency: 999
- Non-emergency: 101

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This policy will be reviewed annually or following any significant incident to ensure ongoing compliance with statutory guidelines and best practice.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>March 2025]</i>	Tracey Doidge	<i>1st March 2026</i>