



For the benefit of this policy Laura Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.

Accidents & Incidents Policy

Accident or Injury Information and Prevention

- Any accident or injury to a child will be recorded and an accident form will be completed by a member of staff – see below.
- These records will be kept for a period of 25 years from the date of entry, during which time you may inspect any entry relating to your child.
- If your child suffers a head injury you will be contacted immediately and advised of what actions have been taken.
- There is always a paediatric first aider on duty at all times in the setting.
- There are three first aid boxes available in the setting which are easily accessible to practitioners.
- There is be a named person responsible for checking and replenishing the contents of all first aid boxes, ensuring that use by dates are checked. There is also a contents list in the first aid box. For further information see HSE website - [http://www.hse.gov.uk/firstaid /faqs.htm](http://www.hse.gov.uk/firstaid/faqs.htm)
- Medicines are not kept in the first aid box.

Accident Forms

- An accident form is filled in for each child, practitioner and visitor when an accident occurs as outlined in the EYFS Statutory Framework.
- Parents are informed of the accident and details on the day in which it occurred.
- Accident records are stored confidentially and are monitored regularly to identify trends.

An accident form records the following information:

- child's name and date of birth
- date and time of accident
- nature of accident
- where it happened
- equipment or others involved
- injuries sustained
- first aid treatment given and by whom

- signature of practitioner who witnessed the accident / completed the form
- signature of parents / carers
- disclaimer to indicate that if the child has had a head injury they must be observed for 24 hours and if they deteriorate medical advice should be sought.

Illness and Injuries Notification

- Greenshoots as a provider must notify Ofsted and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) of any serious accident, illness, if a child is taken to hospital seriously injured, or death of, any child whilst in their care, and of the action taken in respect of it. For information on RIDDOR visit - <http://www.hse.gov.uk/riddor/>
- Greenshoots as a provider must notify local child protection agencies of the death of any child whilst in their care and act on any advice given.
- Ofsted must be notified if a child is taken to hospital as a result of an accident at the provision. To report a serious child safeguarding incident to OFSTED visit –<https://www.gov.uk/guidance/report-a-serious-child-safeguarding-incident>

Incident Forms

- An incident form is filled in for any incidents that take place on site (for example, a child biting – the child who has been bitten will have the injury recorded on an accident form and the child who has done the biting will have the details recorded on an incident form).
- Parents are informed of the incident and details on the day in which it occurred, however confidentiality is maintained regarding other children involved in the incident.

An incident form records the following information:

- name of child
- date of birth
- date and time of incident
- nature of incident / where it happened
- equipment or others involved
- signature of practitioners who witnessed the incident / completed the form
- any further action to be taken
- signature of parents / carers.

Pre-Existing Injuries

- A pre-existing injury form is filled in if a child arrives with an injury that has occurred outside of the provision.
- The form is signed by the parents / carers and by the staff member receiving the information.

- Practitioners ensure that the explanation of the injury is consistent between the parents / carers and the child.
- The number and types of injuries children sustain outside of the provision is monitored.
- A practitioner's duty to keep children safe is made very clear to parents at the time of admission.
- Parents are encouraged to be proactive in explaining any significant or unusual injuries.

Guidelines on what should be considered when recording injuries:

- Your knowledge of the family. If practitioners have any concerns, or families are on a Child Protection / Child in Need plan, then the majority of injuries would be recorded.
- Your knowledge of the child. If the child is very active, always gets in fights with older siblings, plays football etc, bruising is going to be expected
- Bruising in unusual places, paired bruising, black eyes, bite marks etc. need to be recorded. In these cases it needs to be ensured that explanations are consistent and feasible knowing the age and development of the child. Parents shouldn't be notified about the concern if for example the practitioner thinks the parent was the perpetrator. The practitioner needs to inform the Plymouth Children's Gateway Service about these cases.
- Changes in the child's behaviour. If the child is not very active or accident prone at the setting it may need to be recorded if the child is getting lots of injuries outside the setting. This could be an issue of neglect or lack of supervision as opposed to direct abuse
- The repercussions if the injury is not recorded and the parent / carer said they had received the injury at the setting with regard to possible allegations being made against the practitioners
- Injuries caused by objects should also be recorded – for example injuries caused by hair straighteners
- If the injury is unexplained, it should be recorded
- All injuries caused by a third party should be recorded, even if accidental.
- **Head injuries are reported to parents and they have the choice to collect their child if they wish to. The setting may advise parents to seek medical attention if the head injury is deemed severe enough. A child should be monitored for 72 hours after a head injury.**

Plymouth Children's Gateway Service:

Children's Services Option 1 - 01752 668000

Email: gateway@plymouth.gov.uk

Choking is a Prevention Priority

- Choking is one of the biggest causes of accidental death in the under 5s in England. It is one of Public Health England's five accident prevention priorities. Food and drink are the most common cause of choking.

- Greenshoots as a provider ensures we adhere to the age restrictions on toys to minimise the risk of choking. Particular consideration is given to:
 - the safety of non-play equipment and natural materials in heuristic play
 - ensuring heuristic play is planned; health and safety issues are considered; and appropriate safe resources are selected
 - keeping small objects, smaller than the diameter of a two pence piece, out of the reach of toddlers at all times. Such items are not suitable for heuristic play or any other form of play for this age group regardless of supervision levels in accordance with Child Accident Prevent Trust guidelines
 - ensuring young children are never left unsupervised during heuristic play or at any time.
- Greenshoots does not use raw jelly cubes for sensory play due to the choking risk.
- Greenshoots children are always supervised when eating or drinking and are encouraged to sit down when they eat.
- At snack time, foods that could be a choking risk because of their shape or size, such as grapes or tomatoes are halved or quartered before being offered to children.
- The Greenshoots staff are mindful of other common choking hazards and vigilant to ensure items such as coins, buttons, button batteries, balloons and small parts from toys are not accessible to children.
- Greenshoots carries out appropriate risk assessments for activities, play areas, resources and equipment as needed and reviews them regularly.

This policy was adopted on _____

Signed on behalf of Laira Green Trust - Greenshoots Pre-school and Wraparound Care –

Chairperson, Laira Green Trust :

Greenshoots Manager :