

Accident and Incident Record Policy

AIM

The well-being of children in our care is our priority and we aim to provide a safe and healthy environment where children are safe.

ACCIDENTS

- All staff that are Level 3 qualified or over will hold a current first aid certificate and will be present at each session and on outings including Forest School sessions.
- Full time staff will complete the full 12 hour paediatric first aid course approved by Surrey CC.
- All training will be renewed every three years.
- Accidents are recorded in the child's individual accident record sheet. The child's accident record is kept in their registration file. This ensures confidentiality.
- Accident records contain the following:-
 - 1 Details of any existing injuries that a child arrives with
 - 2 The time, date and nature of any accident
 - 3 The type and location of injury (body map)
 - 4 Action taken at time, any action taken later
 - 5 The circumstances of the accident, names of any adults and children involved and any witnesses
 - 6 Signature of the staff member dealing with accident
 - 7 Signature of parent/carer on collection of child
- All accidents where no wounds are visible are recorded.
- The cause of all accidents are recorded and dated on a separate form to identify any trends or recurring causes of injuries.
- All parents/carers sign a permission form to allow emergency medical advice or treatment.
- All staff must make themselves aware of parent/carers wishes in regard to religious/cultural beliefs.
- All parents/carers are advised of emergency arrangements.

INCIDENTS

- All incidents are recorded on an incident sheet, which will be kept in the child's registration record which ensures confidentiality.
- Incidents which will be recorded are fighting, pinching, biting and hitting and any extreme hysterical response a child has e.g. response to thunder.
- The person dealing with incidents must record it.
- The incident should be discussed with the parent/carer at the end of the session and parent/carer should sign the incident form. An action plan will then be put into place if necessary eg. Behaviour timeline, ABCC Behaviour grid or Anne Locke
- The incident record should contain the following:-
 - 1 The child's name
 - 2 Time and location of the incident
 - 3 What triggered the incident
 - 4 The nature of the incident
 - 5 Others involved
 - 6 Witnesses
 - 7 How the situation was handled

PROCEDURE OF ACCIDENT OR INCIDENT

FOREST SCHOOL LOCATION – WANBOROUGH WOODS, GU6 7DT

FIRST AID NURSERY AND FOREST SCHOOL	<ol style="list-style-type: none">1. Any illness or injury to be treated by a qualified first aider.2. Check any allergies/medical forms in registration file/red door or in Forest School School allergies/medical list3. Remove other children from the situation ensuring they are safe4. Notify parents and call for further assistance from other staff if required using the call 'RED, RED, RED' or notify emergency services5. Have accident recorded and handed over to emergency services or parent/carer.6. Log accident on central form so management can track any reoccurring accidents/dangerous equipment7. Follow up with parent if serious8. Log with PSLA insurance company if applicable
DEATH OR SERIOUS INCIDENT	<ol style="list-style-type: none">1. Follow first aid procedure2. Remain with child and remove other children from the area using the call 'RED, RED, RED'3. Immediately notify emergency services/parents/carers4. Seek advice on follow up from the police5. Notify Ofsted and RIDDOR
STRANGER OR UNINVITED PERSON	<ol style="list-style-type: none">1. When discovery is made of stranger or uninvited person use Forest School call back, '1,2,3 where are you?' and recall rest of group. Inform all staff of situation and if necessary walk children immediately off site leaving all belongings2. Member of staff to challenge intruder and ask them to leave immediately, escort them off site3. If a child is involved call the police and make sure child/children feel safe4. Parents/guardians to be informed immediately or in accordance with advice of the police5. Log incident