Accident and Incident Policy

Forest Kindergarten Sevenoaks

Reviewed October 2026

Aim:

We want to ensure that all the children our setting cares for can play and learn in a safe environment and that they, and all the adults present (employees, visitors or Committee members), are kept safe at all times whilst at the setting.

However, we recognise that accidents and incidents will happen and the following policy and procedures ensure they are recognised, recorded and dealt with appropriately.

Methods:

~At least one member of staff with current paediatric first aid training is on the premises at all times when children are present, and there will be at least one person with this training on an outing at any one time (see Sickness, Medicines and Emergency Treatment Policy). ~We keep an accurate record of all accidents and incidents that occur both on and off the premise, and seek to ensure any future events are minimised or the possibility of re-occurrence is removed. We try to make sure all injuries and incidents where no wound is visible are recorded. ~We inform parents of any accidents/incidents sustained by their child whilst in our care and of any first aid treatment given, as soon as is reasonably practical. This will usually be at the end of the session when we ask parents/carers to sign the record form (for confidentiality only one page per child, per accident or incident is used when recording events).

~All accidents and incidents are brought to the attention of the appropriate persons/bodies.

Accident Records:

- Accidents are recorded on an Accident report form which can be found in the details folder in the back pack. These are then kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- it is reviewed at least half termly to identify any trends or recurring causes of injuries, potential or actual hazards.

All Accident records should contain:

- the time, date and nature of any accident
- details of the children affected
- the type and location of any injury
- the action taken at the time, any action taken later and by who
- the circumstances of the accident, names of any adults and children involved and any witnesses (including contact details of the witnesses)
- the name and signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.

In the case of an emergency, see “Sickness, Medicines and Emergency Treatment Policy”, which outlines our procedures, parental consents etc.

Existing Injuries:

If a child arrives at the setting with an existing injury this is discussed with the parents and all staff are informed.

Incident Records:

Incidents are recorded in the Incident Folder, including those that are reportable to the Health and Safety Executive (see below). All Incident records should contain; - the child’s name or person affected

- the date, time and location of the incident
- what triggered the incident
- the nature of the incident
- others involved
- witnesses
- how the situation was handled
- what form of restraint was used and any consequences.
- if it was reported to the police, a crime number.

Any follow up, or insurance claim made, should also be recorded.

The signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.

Incidents include:

- break in, burglary, theft of personal or the setting's property; (at office site)
- fire, flood, gas leak or electrical failure; (at office site)
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving a member of staff or family on the setting's premises; • death of a child;
- a terrorist attack, or threat of one;
- bullying and fighting may be recorded where staff consider this is necessary.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard

‘Emergency Procedure for a Non Medical Event’ will be followed. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services is followed. In addition Ofsted would be informed. Notification of serious accident or incident

Ofsted:

We will notify Ofsted of any serious accident, injury or death that occurs* to a child whilst they are in our care, including times when we are off the premises eg an outing, as well as any other person suffering such an incident whilst on our premise.

Notification will be made as soon as is reasonably possible but in any event within 14 days of the incident occurring. *Ofsted tel; 0300 123 1231*

*see definition in “Serious accidents, injuries and deaths that registered providers must

notify to Ofsted and local child protection agencies” Oct 2011

Child Protection Agency:

We will notify our local child protection agency about any serious accident, injury to, or death of a child whilst in our care and act on any advice given:

Kent County Council's LADO safeguarding officer is Susan Urwin: 01622696366 or 07717716861, or susan.urwin@kent.gov.uk.

Notification will be made as soon as is reasonably possible but in any event within 14 days of the incident occurring.

Health and Safety Executive:

We meet our legal requirement as an employer under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). When there is any injury requiring a general practitioner or hospital treatment to a child, parent, member of staff, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the RIDDOR format. We will report:

- deaths • major injuries that happen to anyone on your premises or while you are caring for children off your premises,
- injuries that last more than seven days – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days • injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital • some work-related diseases • dangerous occurrences – where something happens that does not result in an injury, but could have done. Any of the above requires form F2508 to be completed, as soon as possible, normally within 10 days of event of knowledge of.

Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am and 5pm), or online form at www.hse.gov.uk/riddor

Emergency Procedure for Medical and Non Medical Event

A serious incident which requires the assistance of the emergency services can take a number of forms:

- a child or adult having a serious injury or illness (Ambulance service)
- a lost child for a significant period of time (Police)
- an aggressive/ armed intruder (Police)
- out of control fire (fire service / land owner)

The primary considerations are the care of an injured person and/or the safety of the rest of the group.

At the start of each session agree a designated first aid leader. (All staff to be First aid trained including outdoor/FS training.) This person will take the lead in a situation that requires first aid, including calling emergency services unless extra staff available. Also agree designated ‘go for help’ and ‘remain with group’ adult. If it is any of these people who are injured the next in charge allocates staff as seen fit.

If emergency is **not** caused by injury/ illness:

~Secure safety of whole group from further danger. Stop all work/activities if safe. Call in and locate group promptly as agreed with group in advance. 1-2-3 where are you. In the case of intruder threat / terrorist attack, signal agreed by staff. (‘I’m doing my income taxes’ is our current one). In case of fire signal / call fire to staff. All actions should be done causing as little alarm to children as possible. Staff to remain calm and positive.

If possible, remove whole group from any further danger or threat of danger and walk group to allocated secure site. (Car park at entrance) Regular head counts along the way.

~ Designated ‘go for help’ adult or session leader to call Emergency services required for incident and provide location and current situation details.

~ Call parents for early collection of children if necessary.

~ contact setting manager if not present

~ Complete accident / incident report

If emergency **is** injury related:

~ adults in the group take on designated roles.

~ first aid administered, relevant assessments made and notes recorded for handover

~ emergency service called. Details and grid ref and nearest location accessible by emergency vehicle given

~ group safely brought together and relocated as necessary by remaining staff

~ communication equipment (walkie talkies / phones) turned on a given to relevant members. ‘go for help’/ group guide to have one, first aider to have one

~ when first aid administered and group in safe location, contact other concerned adults, parent, setting manager.

~ Complete accident / incident report

In all cases the relevant authorities should be notified. (see policy details)

Safety measures include:

First Aid / burns kit are correctly located and ready for use.

Ensure that setting mobile phones and walkie talkies are charged and ready for use.

All equipment is safely stored

Emergency procedure is in contact file with address and contact numbers

Have phones registered for text messaging with Emergency Services (pre-set)

Address:

Hosey Common car park, Hosey Common Road, Westerham, TN16 1PL

Tel: 07718896919