


# Little Dukes: Accident and Incident Policy

**Riverside Nursery Schools – St Margarets Montessori**



Policy adopted August 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate, London, SW1E 6AJ



## Little Dukes: Accident and Incident Policy – Riverside Nursery Schools – St Margarets Montessori

### Monitoring and review...

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

**Current version adopted: August 2024**

### Reviewed by:

Rik McShane, Director of Little Dukes Nurseries  
Joanne Allen, Principal of Riverside Nursery Schools  
Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries


**Next review due: July 2025**

### Please note:

This policy applies to all nursery schools within the Dukes Education Group, including:

- Hove Village Day Nurseries
- Hopes and Dreams Montessori Nurseries
- Little Dukes Day Nurseries and Preschools
- Miss Daisy's Nursery Schools
- The Kindergartens Nursery Schools
- Reflections Nursery and Forest School
- Riverside Nursery Schools
- Sancton Wood Nursery and Preschool

Any reference to 'Little Dukes' or 'Dukes Education Group' applies to all the nurseries named above.



Policy adopted August 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate, London, SW1E 6AJ



## Little Dukes: Accident and Incident Policy – Riverside Nursery Schools – St Margarets Montessori

### Statement of intent:

At Little Dukes, we aim to protect children at all times. But we recognise that accidents and incidents sometimes happen. We follow this policy and procedure to ensure everyone involved is supported and cared for if they do. The policy is also in place to make sure that the circumstances of the accident or incident are reviewed thoroughly to help minimise any future risks.

### Policy aims:

At each of our nursery schools in the event of an accident we aim to make sure that:

- Every team member understands that it is their responsibility to deal with the situation appropriately and swiftly
- Accurate information is recorded and communicated.

### Key points:


The children's safety is paramount, and we will take every measure to protect children from being hurt. But if an accident happens, this is the procedure we follow and points to remember:

- Assess the extent of the injury and, if necessary, call for medical support/an ambulance
- Any First Aid procedures must always be carried out by a trained First Aider
- Once the child is more settled, contact the parent/carer to tell them about the accident, if necessary
- Always call the parents or carers following a head injury incident
- Complete an incident report on the Famly app. Reports must be approved by a senior member of staff in rooms or by the Headteacher. Parents/carers will be asked to acknowledge the report on Famly on the same day.
- Accidents are logged and evaluated at the end of each month. Any patterns in accidents or injuries will be risk-assessed so that adaptations to the room, garden or routine can be made to help prevent future accidents/incidents
- Ofsted should be informed immediately – or within 14 days (under Standard 14.3 Children Act regulation, inform Ofsted about any significant

Policy adopted August 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate, London, SW1E 6AJ



A decorative black swirl graphic is located at the top left of the page.

events). RIDDOR should be informed if appropriate, as well as the insurance company and the borough Health and Safety Chief Executive

- The Little Dukes management team should be contacted for additional advice or support.

### **Accidents and incident responsibilities:**

Note: All accident/incident reports are made and held on the Famly app.

The person responsible for reporting an accident, incident or near-miss is the team member who saw it happen or was first to find the child.

The responsible team member must record the accident in an accident report on Famly and report it to the Headteacher.

Other team members who witnessed the accident may also countersign the form and, in more serious cases, give a statement. This must be done as soon as possible after the accident is dealt with, while details are still clear.

The accident report must be sent to the child's parent/carer. They should also be told about any First Aid treatment given. When the parent/carer collects the child, the responsible team member must check that they received the incident report.

The Headteacher will review accident forms/reports monthly to look for patterns, (e.g., one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen), investigate any patterns and put steps in place to reduce future risks.

The Headteacher will report serious accidents to the registered person for investigation for further action to be taken (i.e., a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)).

If medical attention is required, a senior team member must notify the parent/carer as soon as possible while caring for the child appropriately.

Where medical treatment is required the Headteacher must follow the insurance company procedures. This may involve informing them in writing about the accident, this should be done after consultation with the Little Dukes Director.

The Headteacher or registered provider must report any serious accidents to Ofsted and the local authority children's social care team (as the local child protection agency/MASH), where necessary.

If relevant, such accidents must also be reported to the local authority Environmental Health Department, and their advice followed.

Accident Files are kept for at least 21 years and three months.

Policy adopted August 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate, London, SW1E 6AJ

A decorative green swirl graphic is located at the bottom left of the page.

A decorative black swirl graphic at the top left of the page.

## Children's accidents at home:

If a child arrives at nursery with a pre-nursery injury, team members must ask the parent to complete a 'Pre-Existing Injury Form/Home Option' on Family. A copy of this form will be kept with the child's safeguarding folder on the Family app. The Headteacher will monitor these pre-nursery injury notes on a regular basis to track the repeated number of accidents, who the child was with and how the injury was dealt with by the person caring for the child at the time.

## Transporting children to hospital:

The responsible Headteacher/team member must:

- Call for an ambulance immediately if the injury is severe and NOT attempt to transport the sick child themselves
- Immediately inform a member of the management team
- Contact the child's parent/carer as soon as possible and arrange to meet them at the hospital
- Arrange for the most appropriate team member to accompany the child. Take any relevant information with them, like registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy team members if necessary, to ensure there are enough team members to care for the remaining children. This may mean temporarily grouping the children together.

## Remember:

- Remain calm at all times. Children who witness an incident may be affected by it and may need lots of cuddles and reassurance.
- Team members may also require additional support following the accident.

## First Aid:

The First Aid boxes are located in:


- All nappy changing areas/toilets
- The Headteacher's office
- The Kitchen
- The Reception area
- Children's rooms
- The garden or outdoor areas.

First Aid boxes must always be accessible and contain appropriate content for use with children.

The appointed First Aid person is responsible for checking the contents of the boxes regularly and replacing items that have been used or are out of date.

Policy adopted August 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate, London, SW1E 6AJ

A decorative green swirl graphic at the bottom left of the page.

The staff First Aid box must be kept in the staff room and out of reach of the children.

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

**The appointed person(s) responsible for First Aid is:**

Location: Riverside St Margarets Montessori  
Name: Claudia Neves – Head Educator  
Email: [claudia.neves@riversidenurseryschools.com](mailto:claudia.neves@riversidenurseryschools.com)  
Tel: 020 8891 2675

Location: Riverside St Margarets Montessori  
Name: Alexanna Cain – Deputy Head Educator  
Email: [alexanna.cain@riversidenurseryschools.com](mailto:alexanna.cain@riversidenurseryschools.com)  
Tel: 020 8891 2675

Most Little Dukes' team members are trained in Paediatric First Aid. Training is updated every three years.

All First Aid trained team members are listed on Famly. When children are taken on outings, they must always be accompanied by at least one team member who is trained in First Aid.

A First Aid kit/bag is taken on all outings along with any personal protective equipment (PPE) required.

Team members are given PPE according to the need of the task or activity. Team members must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids.

PPE is also provided for domestic tasks. Team members are consulted when choosing PPE to ensure all allergies and individual needs are supported. This is evaluated on an ongoing basis.

**Dealing with blood:**

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

Always take precautions when cleaning wounds as some conditions like Hepatitis or the HIV virus 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.

Policy adopted August 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate, London, SW1E 6AJ



A decorative black swirl graphic at the top left of the page.

### **Needle punctures and sharps injuries:**

We recognise that injuries from needles, broken glass etc., can result in blood borne infections and that teams must take great care in the collection and disposal of this type of material.

For the safety and wellbeing of team members, anyone dealing with needles, broken glass etc., must treat them as contaminated waste.

If a needle is found, the local authority must be contacted to deal with its disposal.

At Little Dukes nurseries, we treat our health and safety responsibilities and obligations as a priority. We provide ongoing training to all team members in line with current health and safety legislation.

### **Head injuries:**

In the case of a head injury:

- Phone the child's parent/carer to tell them what has happened
- Give the child a cold compress for about 10 mins
- Watch the child carefully throughout the day for any changes in health
- Ensure the parent/carer is given instructions about dealing with concussion when they come to collect their child. [NHS Guidance for Head Injuries and Concussion](#)
- If the head injury is serious or the child has lost consciousness for any length of time, we will call 999 and take the child to hospital.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

### **Staff, visitor, and volunteer accidents:**

The accident book is kept in a safe and secure place in the nursery office. It is accessible to all team members who all know how to complete it. The accident book is reviewed at least half-termly to identify any potential or actual hazards.

### **Reporting accidents and incidents:**

Ofsted should be notified as soon as possible, but at least within 14 days of any instances which involve:

- Food poisoning affecting two or more children looked after on the premises
- A serious accident, injury or serious illness of a child in our care and the actions we have taken and will be taking
- The death of a child in our care.

Policy adopted August 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate, London, SW1E 6AJ

A decorative green swirl graphic at the bottom left of the page.



## Accident/Incident form and reporting on Famly:

### **The accident form must include:**

- Whether it is an accident or incident being recorded
- Date of accident/incident
- Time of accident/incident
- Name and acknowledgement of person who dealt with the accident/incident
- Description of accident/incident
- Description of care given
- Name of the person who gave care (this must be a Paediatric First Aid qualified team member)
- Description of injury (if applicable)
- Position of injury illustrated (using the body map on Famly)
- Witness name
- Acknowledgement of parent/carer on Famly app
- In the event of an incident such as bites, both accident and incident reports must be completed.

### **Please note:**

The name of any other child involved in an accident/incident report must remain confidential.

### **Legislative Framework:**

*EYFS 2023*

*Safeguarding Children Policy*

*Keeping Children Safe in Education Policy 2023 Health and Safety Policy*

*Supervisions and Headcount Policy*

*Medication Policy*

*Reporting of Injuries Policy*

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995/2013 (as amended)*



Policy adopted August 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate, London, SW1E 6AJ