

St Mary’s RC Primary School

EYFS Accident / Incident Reporting Procedures

The purpose of this policy is to ensure that when an accident occurs in EYFS, appropriate action is taken, and accurate information is recorded and communicated.

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly.

Although every measure will be taken to protect the children from hurting themselves, sometimes accidents do unavoidably happen, and the following procedure will be carried out in dealing with the situation:

* The child will be comforted and reassured
* The extent of the injury will be assessed and if necessary, call for medical support/ambulance
* The first aid procedures will be carried out if necessary, by a trained first aider
* Once the child is more settled, the parent/carer will be contacted via text message or phone call and informed of the accident

After every accident, however minor:

* A text message **must** be sent to the parents for minor incidents. There are saved message templates on Eduspot.
* If the First Aider deems the accident serious, a phone call must be made to the parents to inform them.
* An incident report **must** be completed and signed. (See details below)
* Ensure the child is given an I bumped my head sticker for any head injury, so all staff are aware the child has sustained an injury.
* Monitor the child throughout the day for any changes in health.

When an accident occurs, it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

**Accident & Incident Procedures**

An ***accident*** is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An ***Incident*** is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

Dealing with Accidents or Incidents to Children

We will keep written records of all accidents, incidents, or injuries to a child together with any first aid treatment given. It is recorded by completion of an “accident/incident report” and the procedure is the same for both types of events as follows:

* An accident/incident report is completed by a member of staff who witnessed the event or was informed of the incident by the victim or other children.
* The form must be written accurately and clearly

**The form must include:**

* Whether it is an accident or incident being recorded
* Date of accident/incident
* Time of accident/incident
* Location of accident/incident
* Under ‘Incident’ give a description of accident/incident and the injury (including the position of the injury)
* Under ‘Action’ give a description of care/first aid given. Include the name of the person who gave care which may be different to the person completing the form.
* Name and signature of person who dealt with the accident/incident
* One copy of the form must be handed to the parent/carer on the day accident/incident
* A photocopy of the form must be put in your class First Aid folder.