

Group Policy: Accident & Incident

Policy Header:	Accident & Incident
Policy Number:	Ops - 005
Version:	1.0
Owner:	Quality & SLT
Effective date:	May 2026
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1. Policy Statement

At Flower Pots Day Nursery, the safety and physical integrity of every child are paramount. We operate a "Clinical Excellence" approach to accidents and incidents, ensuring that every event is managed with precision, documented with absolute accuracy, and communicated with total transparency.

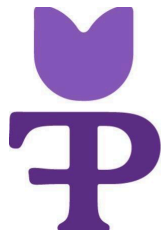
2. Statutory Framework

This policy adheres to the Statutory Framework for the EYFS 2024, requiring written records of all accidents/injuries and first aid administered, and the mandatory notification of parents on the same day.

3. Injuries Arising from Home (Existing Injuries)

To maintain a complete safeguarding picture, we must track all injuries, regardless of where they occurred.

- Parental Duty: Parents are expected to declare any injury sustained outside of the nursery (home, weekends, outings) upon arrival at the setting.
- Documentation: This is currently a paper-based process. Parents must request and complete an "Existing Injury Form" before the child is signed into the room.



- **Staff Verification:** Staff must visually check the injury and record the parent's explanation.
- **Safeguarding:** Any unexplained injuries or inconsistent accounts regarding home injuries must be recorded on the child's Safeguarding Chronology and reported to the DSL.

4. First Aid & Specialist Training

- **Paediatric First Aid (PFA):** At least one PFA-qualified staff member is on-site at all times.
- **Annual Refreshers:** Beyond the 3-year statutory certificate, Flower Pots requires all staff to attend an internal annual PFA refresher to ensure skills remain sharp.
- **Specialist Care:** Staff administering controlled medications or supporting children with complex medical needs (e.g., Insulin) must undergo specific, documented specialist training before providing care.

5. Management of Accidents

5.1 The 10-Minute Notification Rule

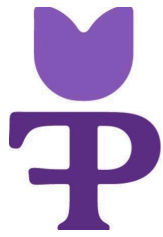
For any injury above the shoulders (head, face, neck) or any significant injury (heavy bleeding, suspected break, or prolonged distress):

1. **Immediate Care:** Administer First Aid.
2. **Parental Call:** A member of Management must telephone the parents within 10 minutes of the accident occurring.
3. **Accuracy:** Staff must ensure the verbal account given over the phone matches the written report on Family exactly to avoid confusion or loss of trust.

5.2 Ongoing Monitoring (The Monitoring Log)

A standard accident form is a "point-in-time" record. For head bumps or sudden illness, we have implemented an Ongoing Monitoring Log. Retained via paper log for the 24 hours and then shared with parents via Family.

- **Interval Checks:** Children with head injuries must be checked every 30 minutes for signs of concussion (drowsiness, vomiting, pupillary changes).
- **Documentation:** These checks are recorded on the monitoring log and signed off by the Room Leader.



- Safeguarding Link: If a child shows a pattern of frequent "clumsiness" or accidents, this must be transferred to their Child Chronology for a holistic welfare review.

6. Management of Incidents (Non-Accidental)

An Incident differs from an accident and includes biting, physical aggression, or significant behavioral outbursts.

6.1 Recording & Reporting

- All incidents are recorded on Family as an "Incident Report."
- Biting: Both the "biter" and the "child bitten" must have separate reports. Confidentiality must be maintained; names of other children must never be disclosed to parents.

6.2 Thresholds for Escalation

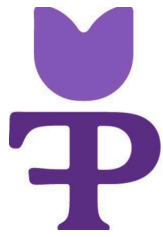
- Safeguarding: If an incident involves sexually inappropriate behavior or significant harm, it is escalated immediately to the DSL as a safeguarding concern.
- SEND/Behavioural: If incidents become repetitive (e.g., persistent biting or aggression), the SENCo must be involved. We will move to a Behaviour Support Plan and consider if there are underlying individual needs requiring specific strategies or 1:1 support.

7. Emergency Procedures (Ambulance)

1. Call 999 immediately.
2. Simultaneous Notification: One staff member calls 999; another calls the parents.
3. Escalation: The Area Manager and SLT must be notified immediately following the emergency call.

8. Quality Assurance & Reporting

- Ofsted: We notify Ofsted of serious accidents or injuries as soon as possible and always within 14 days.
- Accuracy Audit: Management audits reports weekly to ensure "Clinical Detail" (e.g., "5mm graze" instead of "a scratch") and consistency between verbal and written messaging.



Appendix: The 10-Minute Rule & Monitoring Guide

Event	Immediate Action	Secondary Action
Minor Injury	First Aid + Accident Log	Notify parent at pickup
Head Bump / Above Shoulder	Phone parent (10 mins) Accident log	Initiate Monitoring Log (24hrs)
Biting Incident	First Aid + Incident Log	Review Behaviour Plan (if repetitive)
Home Injury	Complete Paper Form	Log on Chronology (if suspicious)
Emergency	Call 999	Notify Area Manager

Policy Authorised By: Nikki McNulty

Date: 13.05.2026