



Burgh Wood Montessori Nursery School

Accident and Incident Policy



This policy is made available to all parents, prospective parents, staff and prospective employees of Burgh Wood Montessori School on our website and a hard copy can also be viewed upon request.

Introduction to policy

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent as many as possible.

Summary of procedures

Burgh Wood Montessori Nursery School (*hereafter the "Nursery School"*) aims to reduce the risk of accidents by:

- Completing a risk assessment of the indoor and outdoor environment before the Nursery School opens. By carrying out risk assessments, the Nursery School can identify hazards and act accordingly to eliminate or reduce the risk.
- The Team, and to some extent the children, are aware of hazards within the Nursery School. They are encouraged to tidy up their activities and to walk and not run within the Nursery School.
- The Team and children are encouraged to care about their environment and their colleagues.
- The Team identifies and report hazards and risks and encourage children to do the same.
- If a child has had an accident at home, parents must inform the Nursery School and document the nature of the accident together with any treatment given on an external injuries form.
- Regarding accidents occurring at the Nursery School, all accidents and incidents are recorded on the Blossom Parent App and reported to the parents/carers on the day, with a request for a signature. This will usually be when they collect their child or if it is a serious injury or one that needs medical assistance the parent will be informed immediately by telephone.
- First Aid boxes are checked monthly and refilled by the person nominated to check them. Any missing items are noted and replaced as soon as possible. A First Aid box is taken on all outings.
- Parents will be advised of emergency procedures and asked to authorise emergency medical treatment for their child as part of the registration process.
- Every effort will be made to contact the parent before taking a child to hospital. If a parent or named contact is not available the senior member of the Team will make the decision if hospitalisation is needed and will ensure that another member of the Team accompanies the child and takes any relevant paperwork such as permission forms, care plans, known allergies and medication forms. Staff should not take anyone to hospital in their own vehicles. An ambulance should always be called.

For clarity, accident records will contain details of:

- Any obvious injury that has happened at home will be recorded and signed for by the parent/carer in the accident book.
- Time, date and nature of any accident that occurs on the premises or the outside environment.
- Details of other children involved in an incident.
- A description of the type and location of any injury, a body map will be used if it is considered necessary.
- Details of any action taken at the time, later and by whom with a signature.
- The circumstances of the accident including names of adults and children involved and any witnesses.
- Some incidents will show no obvious injury and any bumps to the head will be recorded in case of subsequent symptoms such as concussion.

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- A counter signature of the parent/carer when collecting the child.
- Accident records will be reviewed regularly to identify any trends or recurring causes of injury.
- The procedure for a head bump/injury is the same with any incident/accident. However, the practitioner will make immediate contact with the parent/carer and inform them, ideally via telephone. Staff will monitor the child and feedback to parents. If the injury needs immediate medical attention, staff will ask parents to collect the child and seek help. If the injury is serious and parents cannot be contacted, an ambulance will be called.

Incident records will contain:

1. Reports of any bullying or fighting together with any intervention that was used.
2. Any change in the child's abilities that might increase their risk of accident or injury.
3. Time, date and nature of any incident that occurs on the premises or outside.
4. Details of the children and others involved.
5. Any obvious triggers to the incident and the nature of it.
6. Details of how the situation was handled at the time, later and by whom with a signature.
7. The circumstances of the accident, names of adults and children involved and any witnesses.
8. Any form of restraint that was needed and any consequences.
9. A counter signature of parent when collecting the child.

In the event of a serious accident, injury, illness or death, the Principal will notify Ofsted on **0300 123 1231** and LADO on **0300 123 1650** or LADO@surreycc.gov.uk.

If the child or adult dies as a result of something that happened at the setting Ofsted must be informed regardless of where they died.

The Nursery School will inform Ofsted if:

- A child dies on our premises, or as a result of something that happened while the child was in our care regardless of where they are when they die.
- A child in our care is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from our premises, or later, as the result of something that happened while the child was in our care.
- There is any significant event which is likely to affect our suitability to care for children.
- We will inform Surrey County Council's local authority child protection designated officer (LADO) about any serious accident, injury to, or death of a child whilst in our care by **0300 123 1650** or LADO@surreycc.gov.uk.
- We will act on any advice given.

Further reading/contacts

The law that sets out our responsibilities is the Childcare Act 2006 and linked regulations.

Regulation setting out serious accidents and injuries - The Childcare Regulations 2008:
www.legislation.gov.uk/ukxi/2008/975/contents/made

A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995:
www.hse.gov.uk/riddor

Ofsted:
www.ofsted.gov.uk

Surrey Safeguarding Children Board manual:
www.surreycc.gov.uk/safeguarding

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