Abbey School and EYFS

ACCIDENT & INCIDENT POLICY

Date Policy reviewed	September 2025
Date of next reviewal	September 2026
Reviewed by	SJG and FG

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.

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards. i.e. putting toys away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.
- Appropriate staff supervision
- Appointed Health and Safety Officer = **Miss Fleur Greinig (Headteacher)**

Recording Accidents

- All accidents are recorded on an accident form in the Accident Book and reported to the parents/carers on the same day, a copy of the form is also given to the parent/carer upon collection. This will usually be when they collect their child or if it is a serious injury or one that needs outside medical assistance the parent/carer will be informed immediately

- Accidents/incidents relating to staff or visitors to the setting should be reported to the Headteacher and recorded using the Accident Book located in the School Office.

- All accidents/incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

First Aid and First Aid boxes

- There is always at least one first aider on site at all times and this person will be the one to deal with the accident.

- If first aid is given it must be detailed on the accident form in the Accident Book and then filed in the School Office

- First aid boxes can be found at the following locations:
  - Medical Room
  - School Office
  - Squirrels, Penguins and Cygnets nursery rooms
  - Nursery early/late room
  - School early/late room
  - Outside Dining Hall / Nursery toilets
  - Swimming Pool

- First Aid boxes are checked regularly and refilled by the Headteacher, any missing items will be noted and replaced as soon as possible.

- A First Aid box is taken on all trips.

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Serious injury or death and how to deal with these events

- As a registered provider we would notify ISI and Ofsted of any serious accident, illness or injury to, or the death of, any child whilst in our care, and any action taken in respect of it. We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring.

- We would also notify the local child protection agency and act on any advice given.

- We would always follow our accident procedures in any accident or injury.

- We have a legal duty to report any work-related deaths, major injuries, any injury related absence lasting more than 3 days, work related diseases or dangerous occurrences (near miss accidents) to RIDDOR

Procedure to follow for dealing with injuries involving blood or bodily fluids

- There is always at least one first aider on site at all times and this person will be the one to deal with the injury.

- For injuries involving bleeding or bodily fluids, the following points should be followed:

    - Try and keep the person as calm as possible
    - Put on gloves
    - Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing. Dispose of dressing into yellow clinical waste bag
    - Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
    - Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly
    - Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection
    - Ensure all non-injured children are being cared for and reassured appropriately about what is happening
    - Replace the sterile dressing on the child/adult as often as needed
    - All waste should be treated as clinical waste and discarded in the yellow bags provided
    - Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped
    - If bleeding starts again new gloves must be put on to prevent infection
    - If medical assistance is required call 999 and ask for an ambulance. If ever in doubt always phone for an ambulance, especially in the case of children
    - If assistance is needed, but not as an emergency, inform the parents and advise them to visit their local A&E
    - If outside medical assistance is needed, you must inform ISI and Ofsted within 14 days that the incident occurred