



Little Forest Folk

Accident and Incident Policy

Date Created: September 2016

Reviewed date: 10th July 2025

Reviewed and amended by: Xiao Flynn

Aim

We want to ensure that the children under our care can play and learn in a safe environment and that they, and all the adults present at the setting (employees, visitors or team members) are kept safe at all times.

However, we recognise that accidents and incidents will happen and the following policy and procedures ensure they are recognised, recorded and dealt with appropriately.

Accident and Incident Response Procedure

It is Little Forest Folk's policy that all educators already hold or will complete paediatric first aid training within three months of commencing employment. Most, if not all staff members on site at all times hold a paediatric first aid certificate. This also applies on outings/excursions (see Sickness, Medicines and Emergency Treatment Policy). Staff members will be trained in order to deal with each situation appropriately.

We keep an accurate record of all accidents and incidents that occur both on and off the premises, and seek to ensure any future events are minimised or the possibility of recurrence is removed. Accident statistics are analysed monthly by the Nursery Manager to identify any trends or recurring causes of injuries, potential or actual hazards and make necessary adjustments to the site or practice. The accident stats are analysed quarterly by the Operations manager to ensure appropriate adjustments are made across all sites.

We try to make sure all injuries and incidents even where no wound is visible are recorded. We inform parents of any accidents/incidents sustained by their child whilst in our care and of any first aid treatment given, as soon as is reasonably practical. Accidents are recorded in an accident report, and then filed electronically on Famly, including a body map and is kept safely and accessible. This includes incidents that are reportable to the Health and Safety Executive (see below).



All accidents and incidents are brought to the attention of the appropriate persons/bodies and parents are contacted via telephone where a child has had an accident involving a bump to the head.

Accident Reporting and Recording

Accidents are recorded in an electronic accident report on Family and kept electronically and confidentially on the child's file. This includes incidents that are reportable to the Health and Safety Executive (see below).

All Accident records should contain:

- the time, date and nature of any accident;
- details of the children affected;
- the type and location of any injury;
- the action taken at the time, any action taken later and by who;
- the circumstances of the accident, names of any adults and children involved; and
- any witnesses (including contact details of the witnesses) if applicable;
- the name and signature of the staff member who dealt with the accident, any witnesses (if applicable) and a countersignature by the parent when the child is collected.
- A body map showing the exact site of the injury.

In the event of the parents being called due to an accident or incident involving their child the Nursery Manager or Designated person will contact the Operations Manager immediately so that support and advice can be offered.

In the case of an emergency, see "Sickness, Medicines and Emergency Treatment Policy", which outlines our procedures, parental consents etc. Existing Injuries

If a child arrives at the setting with an existing injury this is discussed with the parents and all staff are informed. The existing injury is recorded on the existing injury form and these are then kept in the child's file. Pre-existing injury forms are regularly reviewed in line with our Safe Guarding procedures.

Incident Reporting and Recording

Incidents are recorded electronically on Family if the incident involves a child. Where an incident does not involve a child for example a flood then a paper incident form will be completed. This includes

incidents that are reportable to the Health and Safety Executive (see below). The Nursery Manager or designated person will inform the Operations Manager immediately

All Incident records should contain:

- the child's name or person affected;
- the date, time and location of the incident;
- what triggered the incident;
- the nature of the incident;
- others involved;
- witnesses (if applicable);
- how the situation was handled;
- what form of restraint was used and any consequences;
- if it was reported to the police, a crime number;
- Any follow up, or insurance claim made;
- The signature of the staff member who dealt with the incident, any witnesses and a counter signature by the parent when the child is collected.

Incidents include:

- break in, burglary, theft of personal or the setting's property;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving a member of staff or family on the setting's premises;
- death of a child;
- a terrorist attack, or threat of one;
- Conflict and fighting may be recorded where staff consider this is necessary.



In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Procedure will be followed. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services is followed. In addition, Ofsted would be informed.

Notification of serious accident or incident

The Nursery Manager or designated person will inform the Operations Manager immediately if a serious accident or incident occurs.

Ofsted

We will notify Ofsted of any serious accident, injury or death that occurs* to a child whilst they are in our care, including times when we are off the premises eg an outing, as well as any other person suffering such an incident whilst on our premise.

Notification will be made as soon as is reasonably possible but in any event within 14 days of the incident occurring.

Ofsted tel; 0300 123 4666

*see definition in "Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies" Oct 2011 Child Protection Agency

Local Child Protection Agency

We will notify our local child protection agency about any serious accident, injury to, or death of a child whilst in our care and act on any advice given:

- For a discussion about any concerns you have regarding a child, please contact the Initial Contact and Advice Team (ICAT) where you will get straight through to a Social Worker on tel: 020 8753 6610 (Out of hours – 020 8748 8588) .
- **For LADO consultations and referrals please contact the duty Child Protection Adviser on:** Telephone: 020 8753 5125 email: LADO@lbhf.gov.uk
- **If you cannot reach a duty CP Adviser you can reach:**
- Anna Carpenter
Head of Safeguarding, Review and Quality Assurance
Telephone: 0208 753 5124
Email: anna.carpenter@lbhf.gov.uk
- **For case consultations please contact the Child Protection Advisers:**



- Tricia Hunte
Charlotte Holt
Piyush Bhattacharya
- Telephone: 020 8753 5125

Notification will be made as soon as is reasonably possible but in any event within 14 days of the incident occurring.

Health and Safety Executive

We meet our legal requirement as an employer under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). When there is any injury requiring a general practitioner or hospital treatment to a child, parent, member of staff, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the RIDDOR format.

We will report:

- deaths;
- major injuries that happen to anyone on your premises or while you are caring for children;
- off your premises;
- injuries that last more than seven days – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases (see www.hse.gov.uk/riddor/guidance.htm/disease) for a full list of reportable diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done.

Any of the above requires form F2508 to be completed, as soon as possible, normally within 10 days of event of knowledge.



Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am and 5pm), or online form at www.hse.gov.uk/riddor

Little Forest Folk

Electronic Accident report form

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.

New report



Step 1 of 3

Child

Select...



Kind

Select...



Date

Date

-- : --

Location

Select...



Nature of accident/incident

First aid administered

Witnesses

Select...



Other staff present

Select...



When and how were parents notified



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FOLK

Reported to (not visible to parents)

- ☐ RIDDOR
- ☐ Ofsted
- ☐ DOFA (former LADO)

Other notes

Files

Choose files

Next

A body map will then be completed showing the exact location of the injury.



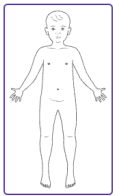
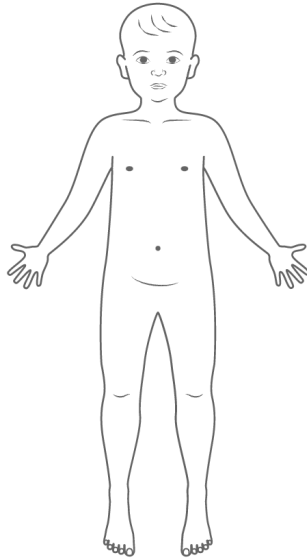
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New report

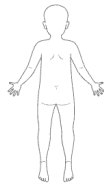
×

Step 2 of 3

Clear all



Front



Back



Head



Head (sides)

Back

Next

For Holiday camp children who do not have a Family account a paper accident form will be completed and shared with the parent upon collection and they will be asked to sign this,

