



Recording and Reporting of Accidents and Incidents Policy

Purpose

At Pavilion Pre-School (Aigburth) CIO, we are committed to ensuring the health, safety and wellbeing of all children, staff and visitors.

We recognise that accidents, injuries, incidents and near misses can occur even when appropriate safety measures are in place. It is therefore essential that all accidents and incidents are responded to appropriately, recorded accurately and reported promptly.

This policy sets out the procedures that staff must follow when a child experiences an accident, injury, incident or significant event while attending the setting.

Scope

This policy applies to:

- Accidents resulting in injury to a child, member of staff or visitor
- Minor injuries such as bumps, bruises, cuts and grazes
- More significant injuries
- Incidents involving a child becoming unwell or requiring first aid
- Incidents involving challenging or concerning behaviour where an injury or significant event occurs
- Existing injuries noticed while a child is at the setting
- Near misses where an accident could have occurred
- Incidents involving the environment, equipment or premises
- Accidents and incidents occurring during Pre-School, Breakfast Club or After School Club sessions
- Accidents and incidents occurring during outdoor play, trips, outings or activities away from the setting

Responsibilities

The Operations Manager and leadership team are responsible for:

- Ensuring this policy is implemented consistently.
- Ensuring staff understand their responsibilities for recording and reporting accidents and incidents.
- Ensuring appropriate first aid arrangements are in place.



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- Reviewing accident and incident records to identify patterns or recurring hazards.
- Taking appropriate action to reduce the likelihood of similar accidents or incidents occurring.
- Ensuring serious accidents, injuries or incidents are reported to the appropriate authorities where required.
- Ensuring records are stored securely and confidentially.

All Staff

All staff are responsible for:

- Taking immediate action to ensure the child is safe.
- Providing appropriate first aid within the limits of their training.
- Informing the appropriate member of the management team.
- Recording accidents and incidents accurately and promptly on Parenta.
- Ensuring parents/carers are notified immediately following an accident or incident involving their child.
- Providing parents/carers with appropriate information about what happened and any first aid or treatment provided.
- Reporting any hazards or concerns that may have contributed to the accident or incident.
- Completing any additional documentation required by the setting or relevant authorities.

Immediate Response

When an accident or incident occurs, staff will:

1. Ensure the child and other children are safe.
2. Assess the situation and determine whether first aid or emergency medical assistance is required.
3. Provide appropriate first aid by a suitably trained member of staff.
4. Contact emergency services where necessary.
5. Inform the Manager or designated senior member of staff.
6. Reassure and comfort the child.



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7. Ensure appropriate supervision of the other children.
8. Record the accident or incident on Parenta as soon as reasonably practicable.
9. Notify the child's parent/carer immediately.

Where an injury is more serious, parents/carers will be contacted immediately and advised of the circumstances, treatment provided and any further action that may be required.

Recording Accidents and Incidents

All accidents and incidents involving children will be recorded on Parenta.

Records should be completed accurately, objectively and as soon as possible after the event. Staff should record factual information and avoid assumptions or opinions.

The record should include, where applicable:

- Child's name
- Date and time of the accident or incident
- Location
- What happened
- How the accident or incident occurred
- Any witnesses
- Injury sustained
- First aid or treatment provided
- Any further action taken
- Whether emergency services were contacted
- The time and method by which the parent/carer was informed
- Any advice or information given to the parent/carer
- Name of the staff member completing the record

Where appropriate, parents/carers may be asked to acknowledge that they have been informed of the accident or incident.



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Notification of Parents/Carers

Parents/carers will be notified immediately via Parenta of any accident or incident involving their child. Staff will also speak with Parents upon collection.

Staff will provide parents/carers with clear and factual information about:

- What happened
- Where and when it happened
- The injury or concern identified
- Any first aid or treatment provided
- Any action taken
- Whether further medical advice is recommended

Where a child is collected by another authorised adult, staff will ensure that relevant information is communicated appropriately and that the parent/carer is notified in accordance with the circumstances.

Parents/carers will always be contacted immediately where there is a concern that a child may require further medical attention.

Serious Accidents and Injuries

Some accidents or injuries may require additional action. This may include:

- Significant head injuries
- Suspected fractures
- Loss of consciousness
- Serious bleeding
- Difficulty breathing
- Burns
- Serious allergic reactions
- Serious injury requiring hospital treatment
- Any situation where staff have significant concerns about a child's condition

In an emergency, 999 will be contacted without delay.

Parents/carers will be contacted immediately.



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The Manager will determine whether the incident requires reporting to any external organisation, including the relevant regulatory or statutory body.

Accidents Involving Staff or Visitors

Accidents involving staff, volunteers, students or visitors will also be reported to the Manager and recorded appropriately.

Where required, the incident will be recorded in the setting's accident records and reported in accordance with relevant health and safety requirements.

Existing Injuries

If a child arrives at the setting with an injury that has occurred outside the setting, staff should:

- Speak to the parent/carer where appropriate.
- Record relevant information where there is a concern or where the injury may affect the child's care.
- Monitor the child during the session.
- Seek further information or advice where necessary.

Any unexplained or concerning injury will be dealt with in accordance with the setting's Safeguarding Policy.

Incidents Involving Safeguarding Concerns

Where an accident or incident raises a safeguarding concern, staff must immediately inform the Designated Safeguarding Lead (DSL) or Deputy DSL.

Safeguarding concerns will be recorded separately in accordance with the setting's safeguarding procedures and will not be treated solely as an accident or incident.

Staff must not investigate safeguarding concerns themselves or make assumptions about what may have happened.



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Near Misses

Near misses are situations where an accident could have occurred but did not result in an injury.

Near misses should be reported to the Manager and recorded where appropriate.

Near misses will be reviewed to identify potential hazards and determine whether changes to the environment, equipment, staffing arrangements or procedures are necessary.

Review of Accidents and Incidents

The Manager will regularly review accident and incident records to identify:

- Recurring accidents or injuries
- Patterns relating to particular areas or activities
- Equipment or environmental hazards
- Times or circumstances when accidents are more likely to occur
- Whether additional staff training is required
- Whether risk assessments need to be reviewed
- Whether changes to procedures or the environment are necessary

Where a pattern is identified, appropriate preventative action will be taken.

Confidentiality and Data Protection

Accident and incident records contain confidential information about children and must be handled in accordance with the setting's data protection procedures.

Records held on Parenta will be accessed only by authorised staff and will be stored securely.

Information will only be shared with parents/carers and relevant professionals or authorities where there is a legitimate reason to do so.



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Ofsted and Statutory Notifications

The setting will comply with current requirements for reporting serious accidents, injuries, illnesses and other significant events to the relevant authorities, including Ofsted where required.

Where a notification is required, the Manager or designated person will ensure that it is made within the required timescale.

The setting will also comply with relevant health and safety reporting requirements, including RIDDOR, where applicable.

Staff Training

Staff will receive appropriate training and guidance in:

- First aid
- Accident and incident reporting
- Health and safety procedures
- Safeguarding
- Emergency procedures

Staff must ensure that they understand how to record accidents and incidents correctly on Parenta and understand their responsibility to notify parents/carers immediately.

Key Principles

Pavilion Pre-School and Breakfast & After School Club will ensure that:

- The immediate safety and wellbeing of the child is always the priority.
- Appropriate first aid is provided promptly.
- All accidents and incidents are recorded on Parenta.
- Parents/carers are notified immediately.
- Records are factual, accurate and completed promptly.
- Serious accidents and incidents are escalated appropriately.



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- Safeguarding concerns are reported immediately in accordance with safeguarding procedures.
- Accident and incident records are regularly reviewed to identify patterns and prevent recurrence.
- Appropriate external notifications are made where legally required.
- Confidentiality and data protection requirements are maintained.

Related Policies

This policy should be read alongside:

- Health and Safety Policy
- First Aid Policy
- Safeguarding and Policy
- Risk Assessment Policy
- Administering Medicines Policy
- Emergency Procedures
- Behaviour Leadership Policy
- Confidentiality and Client Access Policy

This policy was adopted in June 2017.

It will be reviewed annually or as and when required.

Last updated: 06.10.26

Signed by Chair of Trustees:

Signed by Operations Manager: