



Killermont Early Years Centre Accident/Incident Policy



In the event of a child suffering an accident whilst in the Early Years Centre (EYC) the following procedure will be carried out:

- The child will be reassured and consent sought by the responder before comforting
- First Aid procedures will be carried out by one of our qualified First Aiders
- Staff will complete an Accident Report stating details of the accident and a clear description of the first aid given
- The report will be signed by the member of staff administering first aid and a witness to the incident
- A note will be placed on the child's peg stating "Please speak to a member of staff" and their name written on the white board
- In the event of a head injury the parent/carer will be informed by phone
- If the child is collected from the EYC without their parent signing their Accident/Incident report, they should be informed by phone of the accident/incident and this should be noted on the Accident/Incident report. The Accident/Incident report should then be signed by the parent the next time their child attends the EYC

In the event of a child suffering a more serious accident resulting in medical treatment, the following procedure will be carried out:

- The child will be reassured and consent sought by the responder before comforting
- First Aid procedures will be carried out by one of our qualified First Aiders
- The first aider will determine if we require to phone child's parent and/or emergency contact/Doctor/Emergency Services
- If emergency services are required, 2 members of staff will accompany the child to hospital
- Staff will complete an Accident/Incident Report stating details of incident and the care given
- The report will be signed by the member of staff administering first aid and a witness to the incident
- The senior leadership team should be notified of any accident/incident that requires professional medical treatment
- An HS1a form will, in addition be populated and sent to the Health and Safety Team
- If required a request will be made for the Health and Safety team to visit the centre
- If a child receives treatment from a medical professional the Care Inspectorate will be notified

In the event of a child being injured as a result of an incident with another child e.g. being bitten, scratched, kicked, punched etc., the following will be carried out:

- The child will be reassured and consent sought by the responder before comforting
- First Aid procedures will be carried out by one of our qualified First Aiders
- Staff will complete an Accident/Incident Report stating details of incident and care given
- The report will be signed by the member of staff administering first aid and a witness to the incident
- An HS1a form will in addition be populated and sent to the Health and Safety Team
- A note will be placed on the child's peg stating "Please speak to a member of staff" and their name written on the white board
- If the child is collected from the EYC without their parent signing their Accident/Incident report, they should be informed by phone of the accident/incident and this should be noted on the Accident/Incident report. The Accident/Incident report should then be signed by the parent the next time their child attends the EYC

An Incident Report will also be completed in respect of the child who caused the incident stating details and the positive behaviour strategies implemented by staff.

The report will be signed by the member of staff, Head/Depute Head/Senior before then getting the parent/carer to sign.

All paperwork will be kept in the locked cupboard in office under Accidents and Incidents folder.

All accidents and Incidents will be monitored on a monthly basis.

Policy Updated	March 2026
Review Date	March 2027
Reviewed By:	Patricia Ross Depute Head of Centre
Documents	Document Links
Health and Social Care Standards	1.2,2.4; 3.2
Realising the Ambition	3.2 & 3.4
UNCRC	Article 3
Quality Framework	Nurture, Care and Support

