



ROMPERS PRIVATE NURSERY

INCIDENT POLICY



Policy Statement:

At Rompers it is our duty to put the care and welfare of all children at the front of our practice. As qualified staff we are responsible for the health, safety and wellbeing of all children during their attendance at nursery.

During this time in our care all staff must record any incidents that take place.

Aims of this Policy:

- To keep an accurate record of all incidents that happen in nursery
- To inform the parent of any incidents that take place within nursery
- To help us to identify any potential areas in nursery that incidents are occurring regularly and act upon this appropriately and professionally

Procedures:

- All rooms have accidents forms to fill out in the case of an accidents occurring
- Staff must fill out a form each time there is an incident and photocopy the completed form, one form is sent home the other is filed at Rompers
- A **SBAR** style of form is used to record incidents and all staff have received training in how to complete this
- If necessary staff will contact the parent to inform them of the accidents i.e. head injury
- Accidents form will be discussed with parent when they collect child
- One form is sent home with the parent and child and the other is filed within the 'incident and accident child records folder' at nursery
- All accidents are kept within this folder and reviewed on a monthly basis, helping us to identify any hazardous areas
- Any area where it is felt accidents are happening regularly will be reported and discussed with management, appropriate action can then be taken
- A **bump note** will be issued home with a child if they have had a head injury, this will support the parent in observing their child to ensure other symptoms do not occur

Monitoring:

- Monthly reviews of the incidents that have occurred will help to identify any problem areas in nursery
- Ensure that all parents receive a copy of the incident form home by looking through the file monthly, this is carried out by room seniors
- All incident forms are archived and kept for five years

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.