

Papdale Primary Nursery

Policy and Procedures for the Recording of Accidents or Illness

(updated November 2015 - IG)

The following procedures have been written to be used in the Nursery along with the OIC Accident/Incident Reporting Procedures carried out in cases of children or adults needing to seek further medical treatment or be hospitalised as a result of an accident/incident or becoming ill in the school.

- The school's Business Manager holds the school Accident and Incident Report and is responsible for ensuring **all** accidents and incidents involving staff or other adults on school premises are recorded and forwarded to the OIC.
- The auxiliary team record accidents and incidents for children in P1-7. They also report to parents and record incidences of children becoming ill while at school.
- In the Nursery, the person witnessing/responding to an accident/incident occurring to a child while they are attending Nursery will record the details in the Record. If the person attending to and recording the details of the incident is not the child's Key Worker then that person must inform the child's Key Worker or Teacher so that they can inform the parent. In the Key Worker or Teacher's absence another Key Worker will complete the record.
- Parents will be informed immediately by telephone if a child has an accident/injury to their head or eye and an Accident/Illness form completed. Parents will be asked to come immediately to see their child and take them home if they judge it necessary.
- Where an accident/incident is not life-threatening or requiring immediate further medical attention the child will be given appropriate basic first aid treatment (eg. a sticking plaster for a scratch or fall or an ice-pack for a bump or bruise).
- If a child becomes ill during the Nursery session (eg. vomits) the form will be completed and the parent informed.
- In the case of minor incidents where the child has returned to normal activity in the Nursery the details of the incident will be recorded on the Accident/Illness form and parents need not attend immediately.
- In all cases, when the parent comes to collect the child (usually at the end of the session), they are asked to sign the Accident/Illness record to confirm that they have been informed about the incident and the action taken.
- In cases where children are passed on to a child-minder or other care setting the record should be signed by the adult collecting the child on the parent's behalf and the parent informed by telephone.
- In more serious cases where the child is given medical treatment and/or taken to the doctor or hospital the incident will also be recorded in the school Accident/Incident Report book and forwarded to the OIC.
- If staff are in doubt about the need to record in the school Accident/Incident Report book they should consult the HT/DHT or Business Manager.

Some children have a Medical Protocol for specific medical conditions. This outlines the symptoms to look for and the action to be taken in the event of an occurrence of the medical condition. An incident occurring as a result of this medical condition would be recorded in the Nursery Accident /Illness record. It would also be recorded in the school Accident/Incident book **only** if the condition escalated to a point where additional professional assistance was needed (i.e doctor, hospital etc) or a supplementary injury/ incident occurred while being treated for the condition. (See also Procedures for the Administration of Medicine.)

- All new staff are given induction by SMT/LA personnel, to familiarise them with these procedures, prior to beginning a post in the Nursery to ensure they are aware of their responsibilities in regard to their response to and recording of accidents/incidents.
- Students will not be required to attend to and record accidents/incidents except under strict supervision as part of their coursework. They should however, be made familiar with the procedures as part of their studies and their developing awareness of good practice in the Nursery.
- A copy of these procedures is kept in the Accident/Illness folder and the Nursery Policy and Procedures folder and is available to all staff. It is also accessible to staff and parents via the school website.