



Scalloway preschool

Accident and Incident Policy

Purpose of Policy

The purpose of this policy is to ensure that when an incident occurs in Scalloway Preschool that appropriate action is taken and accurate information is recorded and communicated. An incident is classed as an occurrence which may under certain circumstances cause an injury to one or more persons.

Who is Responsible?

It is the responsibility of every member of staff to ensure that incidents are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of incident management and knowledge of the relevant policy and procedure for Scalloway Preschool.

It is the responsibility of the member of staff who has dealt with the incident to write the Incident report and ensure that it is signed by the parent or carer of the child or children involved.

How the Policy is implemented

Any incidents which may cause harm to one or more persons must be dealt with in a timely manner and recorded appropriately.

Incidents are divided into minor incidents and major incidents, minor incidents are classified as incidents which whilst they may require first aid, do not require medical or external assistance from the authorities. Major incidents are classified as incidents which require medical or external assistance from the authorities, including the police.

Minor Incidents

If the incident is minor and does not require medical or external assistance the member of staff should address the incident using the approved methods of the setting and complete an Incident record, this record will be signed by the member of staff and by the parent or carer of the child.

If the incident is minor but first aid is required the member of staff will assess the situation and administer first aid as required. The parents or carers of the child or children involved in the incident should be contacted and informed of the incident. The parents or carers should also sign the completed accident and incident records when they arrive to collect their children.

Serious Incidents and Injuries

If the incident is serious and medical treatment or external authorities are involved a member of staff should call the appropriate authorities immediately, if medical treatment at the hospital is required then a member of staff will accompany the child to the hospital in an ambulance. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the Incident and what action has been taken. In some extreme cases the member of staff may also be required to contact the police, if this is the case the parents or carers will inform the parents or carers that this has been done and the reasons for this.

Any incidents which required hospital treatment or external influence from authorities such as the police will be reported to the setting SCSWIS Officer within 3 working days.

