

# Bizzie Lizzies Nursery and Pre School.

Nursery Ofsted URN- EY392303  
Preschool Ofsted URN – 2549120  
RP number - 906327

Rookwood,  
Church Road,  
Eardisley,  
Herefordshire,  
HR3 6NN

01544 327947

Bzzlzz1@aol.com

## Accidents and Incidents

This policy defines what constitutes an '**accident**' and an '**incident**', outlines how we respond to and record them, and details our **first aid arrangements**.

### Accident Forms

Accident forms:

- Are kept securely on the child's **Family profile**.
- Are accessible to all staff and volunteers, who are trained in how to complete them.
- Are used to improve the environment to reduce the risk of future accidents.

### Responding to Accidents

#### 1. On Arrival

- If a child arrives at Bizzie Lizzies with a visible injury, parents should be asked:
  - How and when the injury occurred
  - What treatment has already been given
  - Whether further treatment is needed
- This information must be recorded on an **Accident Report** in Family. Parents/carers should acknowledge and agree with the report.
  - *Note:* This process is **not** intended to accuse the family of abuse, but to protect Bizzie Lizzies from being blamed for injuries sustained outside our care. If a child frequently arrives with unexplained pre-existing injuries, the **Safeguarding Officer** should be informed.

#### 2. Accidents at the Setting

- A child should receive immediate attention from a **qualified first aider**.
- If the accident is serious, **call 999 immediately**.
- Contact the child's family if professional medical attention is required.
- For minor accidents (e.g., grazed knees, minor bumps):

- Provide first aid as appropriate.
- Once the child is feeling better, record the accident in Family. Parents/carers should acknowledge it.

Recorded details should include:

- Date, time, and place of the accident
- How the accident happened
- Nature of the injury
- Treatment given
- Child's condition following the accident
- Staff present
- Photograph of the injury (if appropriate)

### 3. Reporting

- **Ofsted** must be notified of any injury requiring treatment by a GP or hospital, or the death of a child or adult.
- Serious injuries or deaths must also be reported to the **Health and Safety Executive (HSE)** using the RIDDOR format.

### First Aid

- All staff are encouraged to hold a **current Paediatric First Aid certificate**. Expired certificates will be renewed at the earliest opportunity.
- At least **one staff member per room** must hold a valid certificate.
- At least **one staff member per setting** must hold a **First Aid at Work certificate**.
- Multiple first aid kits are available across both settings.

### First Aid Kit Management

- The **Health and Safety Officer** is responsible for ensuring all first aid kits are properly stocked, with checks carried out each term.

### First Aid Kit Contents (as per Health and Safety (First Aid) Regulations 1981):

- 1 booklet on first aid guidance
- 20 individually wrapped sterile adhesive dressings (assorted sizes, hypoallergenic)
- 2 sterile eye pads
- 4 triangular bandages
- 6 medium sterile wound dressings with attached bandages
- 2 large sterile wound dressings
- 5 non-adherent dressings
- 1 roll of self-adhesive tape
- 2 pairs disposable gloves
- 1 pair of round-ended scissors
- 10 packs sterile water
- 1 finger bandage with applicator

### Dealing with Incidents

- We comply with **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)** to meet legal safety requirements for staff.
- We report to the HSE:
  - Any staff accident requiring GP or hospital treatment

- Any dangerous occurrences, whether or not an injury occurred (e.g., gas leaks)
- Dangerous occurrences are recorded in the **Accident and Incident File**.

#### **Emergency Contacts**

- Ready access to local emergency services (police, fire, ambulance) and utility services (gas, electricity) is maintained.
- Contact numbers for carpenters, plumbers, and other emergency trades are available.

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#### **Incident Book**

The incident book is used to record serious incidents, including those reportable to the HSE, such as:

- Break-ins, burglary, or theft
- Unauthorized access to the premises
- Fire, flood, gas leak, or electrical failure
- Assault on staff or parents
- Racist incidents on the premises
- Death of a child
- Terrorist attack or threat

#### **Information recorded includes:**

- Date and time of the incident
- Nature of the event
- Individuals affected
- Actions taken (including police reports and crime numbers)
- Any follow-up or insurance claims

#### **Special Circumstances:**

- In a terrorist attack, follow emergency services guidance, ensure evacuation and medical aid, and take responsibility for key children.
- In the event of a child's death (e.g., cot death), call emergency services and follow their advice.

*Note:* Issues of concern involving a child are **recorded in the child's file**, not the incident book.

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#### **Legal Framework**

- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)**

#### **Further Guidance:**

[RIDDOR Guidance and Reporting Form](#)