



Early Learning and Childcare Centre

## **ACCIDENT & INCIDENT PROCEDURES**

- If there has been an accident / incident to a child whilst they are in the care of Ferryfield, the staff will first ensure that all the other children are safe, calm and are being looked after by at least one person who is disclosed.
- Children may be placed together in one room, in order to secure them whilst the accident / incident is being dealt with.
- A trained member of staff, holding an appropriate and current First Aid qualification, will assess the accident / incident scene and decide on the course of action.
- If it is a minor accident / incident a trained member of staff, holding an appropriate and current First Aid qualification, will attend to the accident / incident.
- If there has been an accident / incident that requires outside assistance, one member of staff will phone the appropriate help, whilst another member of staff monitors the accident / incident giving help or support until the appropriate help arrives.
- If there has been an accident / incident requiring outside assistance, SCSWIS will be informed, through the e-forms documents system.
- Accidents, where there has been an injury, will be recorded on an Accident Form.
- Incidents, where there has been or potentially could have been an injury, will be recorded on an Incident Form
- All accident / incident forms are copied and one offered to the parents for their information the other will be kept in Ferryfield for our records.
- Following the advice of Early Years Scotland, all information regarding children will be kept in Ferryfield for 10 years.
- After this time all documents will be destroyed, so that personal information is unreadable.

Adopted by the Committee .....

Date .....

August 2016