Accident & Incident

Policy

(2025–2026)

Accident & incident Policy

Accident and Incident Reporting Policy

1. Purpose

This policy outlines the procedures for reporting accidents, incidents, and near-misses at Little Wonders Nursery to ensure that proper actions are taken and that all incidents are documented and addressed.

2. Scope

This policy applies to all staff, children, and visitors at Little Wonders Nursery.

3. Reporting Procedure

- **Immediate Action:**
  In the event of an accident or incident, staff will provide immediate care and ensure the safety of all involved.
- **Incident Report:**
  All accidents and incidents, no matter how minor, will be recorded on an incident report form. This will include details of the event, individuals involved, actions taken, and any follow-up required.
- **Parental Notification:**
  Parents will be informed of any accident or injury involving their child as soon as possible. A copy of the incident report will be shared with the parent for their records.

4. Investigation and Follow-Up

Root Cause Analysis:
Any serious accident or incident will be investigated to determine the cause and prevent recurrence.
Action Plan: An action plan will be developed to address any safety concerns and ensure the appropriate measures are taken to prevent further incidents.

5. Legal and Regulatory Compliance

Reporting to Ofsted:
As an Ofsted-registered nursery, we are required to report certain serious incidents to Ofsted within 14 days. These include:

- A child's serious accident, injury, or illness while in our care.

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- The death of a child while in our care.
- Any significant event that may affect someone's suitability to look after or be in regular contact with children.
- Any allegations of serious harm or abuse by anyone living, working, or looking after children on the premises.

Reporting to the Health and Safety Executive (HSE):

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, we are required to report certain work-related incidents to the HSE. These include:

- Deaths or specified injuries (e.g., fractures, amputations, loss of sight) to staff, children, or visitors.
- Any injury that results in a person being taken directly to hospital for treatment.
- Dangerous occurrences, such as the collapse of scaffolding or the accidental release of a substance that could cause harm.

Documentation and Record-Keeping:

All incident reports will be maintained in a secure and confidential manner, in compliance with data protection regulations. These records will be reviewed regularly to identify any patterns or areas for improvement.