

# **Thorpe Willoughby Childcare Centre**

## **Incident Policy**



### **Purpose of Policy**

The purpose of this policy is to ensure that when an incident occurs in Thorpe Willoughby Childcare Centre 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 management to ensure that all members of staff have knowledge of incident management and knowledge of the security policy and procedure for Thorpe Willoughby Childcare Centre.

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?**

The codes of conduct for staff, children and parents and carers are displayed on the setting notice board or information area.

The behaviour management policy and procedure will be displayed on the setting notice board or information area.

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 first aider will assess the situation and administer first aid as required.

A member of staff will complete the incident record and assist in the completion of the accident record.

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.

### **Recording Incidents**

All Incidents, however minor must be recorded on an Incident form.

The Incident forms should include the following:

- Name & date of birth of the child
- Date and time of Incident
- Place of incident
- Details of the incident / type of injury
- Treatment given
- Staff name who dealt with the incident
- Times monitored (if applicable / injury)
- Witness name / signature
- What action was taken?
- Manager / owner signature
- Parents signature

The child's parent or carer must sign the Incident form and any incidents which required hospital treatment or external influence from authorities such as the police will be reported to the Trustees/OFSTED/HSE Officer within 15 working days.

<b>LAST UPDATED / REVIEWED ON:</b>	<b>SIGNATURE</b>
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