ROMPERS PRIVATE NURSERY
ACCIDENT POLICY

Policy Statement:
At Rompers it is our duty to put the care and welfare of all children at the front of our practice. As qualified staff we are responsible for the health, safety and wellbeing of all children during their attendance at nursery.

During this time in our care all staff must record any accidents that take place.

Accident Definition: An unfortunate event or occurrence that happens unexpectantly and unintentionally, typically resulting in an injury. For example, tripping over and hurting your knee.

Head Injury Definition: A head injury is an injury that occurs to the scalp, skull, brain and underlying tissue and blood vessels in the head.

UNCRC Articles: 1, 3, 6, 16,17, 25,

Aims of this Policy:

- To keep an accurate record of all accidents that happen in nursery
- To inform the parent of any accidents that take place within nursery
- To help us to identify any potential areas in nursery that accidents are occurring regularly and act upon this appropriately and professionally

Procedures:

- All rooms have access to devices to record accidents on the Ovivio App.
- A **SBAR** (Situation, Background, Assessment, Recommendations) style of form is used to record accidents and all staff have received training through their staff induction in how to complete this.
- An image of the body outline form will be added to the accident form to show where the injury has occurred. This is to be recorded on the Ovivio App on the body outline section.
- A **bump note** will be issued home with a child on the Ovivio App, if they have had a head injury, this will support the parent in observing their child to ensure other symptoms do not occur.
- If necessary, staff will contact the parent to inform them of the accidents i.e., head injury, severe wound, cosmetic injury.
- Once a parent comes to collect their child the accident form will be discussed with the parent and the parent must read the form in full before they sign.
- Once the form is signed electronically by both staff and parent, the form is sent home via the Ovivio App.

- All accidents are reviewed monthly, helping us to identify any hazardous areas. Our accident audit considers where and when accidents have taken place to find any consistencies in events.
- Any area where it is felt accidents are happening regularly will be reported and discussed with management and room team, appropriate action can then be taken.
- First Aid boxes are accessible in each room and visibly labelled with up-to-date equipment. These are audited every 3 months to ensure they are fully stocked.

Monitoring:

- Monthly reviews of the accidents that have occurred will help to identify any problem areas in nursery. Room Team Leaders to review the accident forms at the end of each month to ensure that they have been completed correctly and complete a follow up.
- At Rompers, we pride ourselves on having majority of staff paediatric first aid trained. Staff will review their First Aid training annually to ensure they are up to date with procedures.

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none
April 2022	K. Myers	Copy of form to office
September 2022	K. Myers	Update with Blossom App
February 2023	Room Champions	UNCRC articles added
September 2024	C. Farmer	Parents must read form; body outline form is to be attached on Blossom.
October 2024	P. Guthrie	Definition of a head injury added.
August 2025	Team Leaders	No updates
December 2025	K. Lamb	Update with Ovivio App
28/08/26	C.Farmer	No updates