



ROMPERS PRIVATE NURSERY INCIDENT 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 incidents that take place.

Incident definition: an event or occurrence that is relating to another person, typically resulting in an injury. For example, being pushed 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, 2, 6, 16, 17, 25

Aims of this Policy:

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

Procedures:

- All rooms have access to devices to record incidents on the Ovivio App.
- Staff must fill out a form when an incident has occurred. There should be 2 forms filled out on the Blossom app, 1 for each child.
- A **SBAR** (Situation, Background, Assessment, Recommendations) style of form is used to record incidents 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.
- In the event of an incident, the name of any other child involved or any injuries that may have occurred must remain confidential
- If necessary, staff will contact the parent to inform them of the incident i.e. head injury, severe wound.
- Once a parent comes to collect their child the incident 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 Blossom App before the end of the child's day.
- All incidents 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 or situations where it is felt incidents 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 incidents that have occurred will help to identify any problem areas in nursery. Room Team Leaders to review the incident 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	COVID-19 changes
February 2023	Room Champions	UNCRC articles added
September 2024	C. Farmer	Meaning of SBAR added, parents must read form before signing it.
October 2024	P. Guthrie	Definition of a head injury added.
August 2025	K. Ferguson	No Changes
28/08/26	C.Farmer	No changes