



Accident/ Incident Policy

Every effort will be made to prevent accidents/ incidents, all safety measures are in place to assist this.

All staff hold a current certificate in paediatric first aid for babies and children or expected to work towards as soon as possible. We have a correctly stocked first aid box available at all times, this is replenished as and when required. First aid bags are also taken on all outings.

However if an accident/ incident does occur the following procedure will be followed:

We will use our first aid knowledge and comfort your child, if necessary professional assistance will be sought e.g. doctor, accident and emergency or ambulance.

Parents are required to provide us with all information about allergies, medication and gp/dental numbers . This will ensure that help can be sought in the event of an accident that causes damage to the teeth or health, if the parents cannot be contacted. (Parental permission is always sought at onset of care to enable us to obtain medical attention for any child as necessary.)

If your child is involved in a serious accident/ Incident will make contact with you at the first opportunity informing you of the situation.

All accidents/incidents (no matter how minor) are recorded on an accident or incident log sheet on the Famly app, the log is then shared with the parent/carers via the Famly app. Parents/carers will also be informed verbally of any incidents/accidents on the day that they have occurred.

Little Cygnets Childcare Ltd have a duty of care to report any serious accident, incident, illness, injury or death resulting from an incident that occurred at Little Cygnets Childcare Ltd or whilst in our care.

Ofsted and NTSCP will be notified no later than 14 days after the accident occurring. Any reportable incidents are reported to RIDDOR within 10 days.



Signed (Jessica Burns): *Jessica Burns*

Signed (Scott Marshall): *Scott Marshall*

Review Date: March 2026