Woodburn Nursery Class



Reporting Incidents and Accidents Policy

Unfortunately there are sometimes incidents and accidents within the Nursery setting. Whilst daily risk assessments and correct adult: child ratios are followed ... It is essential that timely and accurate information is communicated to families

**Incidents**

In the event of an incident (e.g. a child being hit by another pupil) then an ‘Incident Form’ must be completed by the adult who witnessed/dealt with the situation. It must be signed and dated.

It is then given to the key worker who has the responsibility to ensure that this is copied and given to the parent/carer on collection. It may be appropriate to call parents/carers prior to collection especially if the child is distressed or injured as a result.

**Accidents**

In the event of an accident (e.g. a child falling and hurting themselves) then an ‘Accident Form’ must be completed by the adult who witnessed/dealt with the situation. It must be signed and dated.

It is then given to the key worker who has the responsibility to ensure that this is copied and given to the parent/carer on collection. It may be appropriate to call parents/carers prior to collection especially if the child is distressed or injured as a result.

If a child requires further medical treatment then an accident/near miss report form must be completed which is then sent to Midlothian Council.