

Bunnahone Bunnies Cross Community Playgroup

Revision: 2

Date: December 2020

Incident/Accident Policy

At Bunnahone Bunnies we ensure that all Accidents / Incidents are correctly dealt with recorded, witnessed and sign by staff and parents/ guardians on collection. A copy will also be sent home if parents are not collecting their children after setting.

Accident

Our definition of an accident- "an accident is an event that is without apparent cause, or is unexpected, or an unfortunate event causing physical harm, or damage unintentionally"

Our accident folder is kept safely and accessible to all staff and volunteers. Any accidents, however minor is recorded and is then entered into the accident folder by the member of staff who witnesses and dealt with the accident. It is then the responsibility of that member of staff to ensure that a parent/carer is informed of the accident and signs the form when it is explained to them.

The Accident form has the following information recorded

- Name of child
- Date/ Time/ Place
- Circumstance
- Nature of Treatment
- Medical aid (if any)

The person who dealt with the accident signs and dates along with the parent and then a witness to the accident will sign also. If there is any further action taken this will also then need to be recorded.

Incident

Our definition of an Incident– “An Incident is a minor event or occurrence attracting general attention or being noteworthy in some way”

Our Incidents forms are kept in the same folder as our accidents and it is also kept safely and accessible to all staff and volunteers. Any Incident, however minor is recorded and is then entered into the Incident folder by then member of staff who witnesses and dealt with the incidents. It is then the responsibility of that member of staff to ensure that a parent/carer is informed of the incidents and signs the form when it is explained to them.

The Incident form has the following information recorded —

- Name of child
- Date/ Time/ Place of incident
- Nature of incident
- Action taken
- Witnessed by
- Signature of parent/carer and dated.

All Incident/Accidents need to be reported to the leader in charge who also needs to review and sign and date that they have being made aware of the Incident/Accidents.

If further action has to also take place this will then also have to be recorded.