



## Incident policy

### Purpose of the policy

The purpose of this policy is to ensure that when an incident occurs at Growing Patch that appropriate action is taken, and accurate information is recorded and communicated. An incident is classed as an occurrence which may under certain circumstances cause an injury to one or more people.

### Who is responsible?

It is the responsibility of all members of staff to ensure that incidents are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of incident management and knowledge of the security policy and procedure of Growing Patch. It is the responsibility of the member of staff who has dealt with the incident to write the incident report and ensure that it is signed by the parent or carer of the child or children involved.

### How the policy is implemented.

The codes of conduct for staff, children and parents/carers are displayed on the setting notice board. The behaviour management policy and procedure will be displayed on the setting notice board. Any incidents which may cause harm to one or more persons must be dealt with in a timely manner and recorded appropriately.

Incidents are divided into minor incidents and major incidents, minor incidents are classified as incidents which whilst they may require first aid, they do not require medical or external assistance from the authorities. Major incidents are classified as incidents which require medical or external assistance from the authorities, including the police.

### Minor incidents

If the incident is minor and does not require medical or external assistance, the member of staff should address the incident using the approved methods of the setting and complete the Incident Record book. This record will be signed by the member of staff and by the parent/carers of the child/children involved.

Staff to recheck child who is involved with the incident after 15-20 minutes to check for any visible signs if nothing was recorded at the time of incident.

If the incident is minor but first aid is required, the first aider will assess the situation and administer first aid as required. A member of staff will complete the incident record form and assist in the completion of the accident book. The parents/carers of the child or children involved in the incident should be contacted and informed of the incident. The parent/carers should also sign the completed accident and incident forms when they arrive to collect their children.

### Serious Incidents and Injuries

If the incident is serious and medical treatment or external authorities are involved a member of staff should call the appropriate authorities immediately, if medical treatment at the hospital is required then a member of staff will accompany the child to the hospital in the ambulance. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent/carer of the child (or an emergency contact) immediately and inform them of the Incident and what action has been taken. In some extreme cases the member of staff may also be required to contact the police, if this is the case the member of staff will inform the parent/carer that this has been done and he reasons for this.

### Recording Incidents

All incidents, however minor must be recorded in the incident book. The incident form should include the following:

- Name of child
- Date and time of incident
- Details of incident
- What action was taken

The child's parent/carer must sign the Incident form and any incidents which required hospital treatment or external influence from authorities such as the police will be reported to OFSTED within 3 working days.

All information written on the records should be thorough including a description of what happened, any rechecks made and any changes from the accident occurring to the child going home.

<u>Last Updated/Reviewed:</u>	<u>Signature:</u>