



Cornbank ELC ACCIDENT/INCIDENT REPORTING

The accident reporting sheet should be used to record the names of children who have been involved in minor accidents/incidents. The purpose is to ensure communication between staff so that information is passed on, especially to parents/carers.

The member of staff should write up the minor accident/incident in the communication book, Discuss incident and accident with parent and staff should then sign accident reporting sheet to document that this information has been passed on.

Ensure that the child is monitored and provided with after-care (quiet time etc).
If necessary, phone parents/carers to inform. Any incident requiring First aid or after care should be documented on an early years accident/ incident record.

Inform Senior Leadership Team if an accident report or risk assessment might be required.

In the event of a more serious accident or incident, please fill out the Early Years Incident Record. Ask the parent/carer to sign this and give them a copy. Early Years Incident Records should ALWAYS be filled in for head injuries.

If the parent/carer has been recommended to seek medical advice or is to take the child to the GP or the hospital, the accident or incident must be reported to the Care Inspectorate using eforms. This is done by the Head Teacher.

The minor accident/incident log will be reviewed by SEYP monthly to look for any themes which would indicate new risk assessments or changes needed to provision.

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See also Health and Safety Policy.

Created by	Date
Emma Daly & Laura Cameron	August 2020
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Emma Daly	19/8/2021
Amy Finlayson	17/8/23
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Emma Daly	1/9/2022
Emma Daly	28/8/23



Appendix. 1

Staff Records of Minor Accidents

Child's Name	Date	Brief description (where, who was involved)	Parent informed (signed by staff)