A logo of a tree house

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# Accident and Incident Policy

If a child attending TreeHouse Education has an accident within the School premises or during a planned outing we will ensure that the necessary steps are taken to deal with the accident while maintaining the safety of the children as our prime priority

At least one member of staff who has a current paediatric first aid certificate will always be on site and all other staff are child first aid trained.

**Procedure for Dealing with an Accident**

All accidents on the premises are recorded on Kids breakfast and TreeHouse’s Accident Form

* The ‘Accident Form’ contains details of the following:
* The time, the date and the nature of the injury.
* Details of the child affected.
* The type and location of the injury, for example indoors or outdoors.
* The action taken at the time, including reassurance to the child and any necessary first aid treatment.
* The circumstances involved and the names of any adults involved including a witness and signatures of the staff members involved.

Parents will be informed of the accident and asked to sign the accident form on collection of their child.

If a child reports an accident that has not been observed by a member of staff then an Accident Form must still be completed and the staff member must detail the nature of the injury.

If a child sustains a head injury whilst attending the club, the necessary first aid steps should be taken and the parents of the child will be contacted by phone to inform them verbally of the accident.

Any relevant advise, such as monitoring the child for signs of drowsiness and / or vomiting will be given and recorded on the Accident Form

If a child arrives with a pre-existing injury this will also be detailed on an accident form and a parents countersignature will be required upon collection of the child

If a child has had an accident but no obvious injury is observed, this will still be documented and parents must still be informed as above.

One form per child per accident will be completed.

**Serious Accidents**

In the event that any child, staff member, volunteer, parent or visitor sustains a serious injury requiring medical attention whilst on the TreeHouse’s premises the following procedure will occur:

The Manager Emily Walford or Nicola Lacey will assess the injury and will act decisively and quickly to ensure the safety and well- being of the children and other persons present is maintained.

If it is deemed necessary the person in charge will initially call for medical help, the parents will be informed.

The person in charge will ensure the safety and well-being of all other children present is maintained by ensuring the necessary staff deployment.

If necessary an additional staff member will be provided in order to provide support in an emergency situation.

The person in charge will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives.

Should the person be taken to hospital, a member of staff will accompany that person until such time as the parents or next of kin arrive. This may or may not be the Manager or Deputy Manager.

The Manager will ensure that all details of the injury are recorded (as above) and that any follow up action, such as phone calls to the parents are also detailed.

Ofsted will be notified in writing of any serious injury as soon as is reasonable but in any event within 14 days of the injury occurring.

The local child protection authority will also be informed of any serious injury or death of a child and any advice will be acted upon.

We will endeavour to respect parents / carer’s wishes whilst caring for the child whilst ensuring the safety and well- being of the child is always our priority.

**Our first aid kit:**

· complies with the Health and Safety (First Aid) Regulations

· is regularly checked by a designated member of staff and re-stocked as necessary

· is easily accessible to staff both inside and outside

· is kept out of the reach of children

· all staff and volunteers are aware of the location of the first aid kits within the setting

Accident records will be reviewed annually in order to identify any patterns or trends of recurring injuries and subsequent risk assessments will be carried out by the Manager.

**Incidents**

Incidents that occur within the club will be documented.

The safety and well- being of all children attending TreeHouse is always our first priority.

An incident could be;

Bullying

Fighting

Deliberately inflicting harm on another child e.g. Biting

Causing damage to the property

Any incident will be recorded on the TreeHouse Incident Form

This form includes details of:

The child’s name and contact details.

The time, location and details of the nature of the incident, including any possible triggers

Details of any witness.

Details of any action (including any physical intervention) taken by staff members and how the incident was managed. (please refer to TreeHouse Behaviour Management Policy)

Signature of staff member and possible witness dealing with the incident.

Parents will be informed of the incident sensitively, respectfully and in confidence upon collection of the child.

**If a child becomes ill in the session**

If a child becomes ill during a session the deputy manager will contact the parents and arrange for the child to be collected. The child will rest in the first aid room whilst waiting to be collected.

**Major Incidents**

Where a major incident occurs, TreeHouse will ensure that the necessary steps are taken to maintain and safeguard the well- being and safety of all persons on the premises. Major incidents may include, but are not limited to the following:

1. Death of a child, member of staff, volunteer or parent

2. Fire

3. Burglary or Vandalism

4. Verbal / physical assault on a member of staff, parent / visitor/ volunteer

**Death of a child / member of staff/ parent or visitor**

In the event of a death at the club the following procedure will take place:

1. The Police will be informed immediately

2. The parents or next of kin will be contacted as soon as possible

3. All children at the club will be appropriately cared for and kept calm

4. Additional staff will be called in if necessary to support already present staff and children

5. The Owner of the club will be contacted and informed as soon as possible.

6. The date, time and circumstances will be recorded as a ‘major incident’

7. Ofsted will be informed as soon as possible

**Fire**

In the event of a fire, TreeHouse will follow the procedures as set out in the Emergency evacuation policy.

**Verbal / Physical Assault**

Verbal / physical abuse towards any member of staff / parent / visitor or volunteer will NOT be tolerated under any circumstances.

In the event of an assault, the police and Ofsted will be notified as soon as possible.

Verbal abuse towards any persons will not be tolerated.

Should a person become abusive all attempts to calm the situation shall be made.

If necessary the Manager will be informed and asked to attend.

If a person continues to be verbally abusive than that person may be asked to leave the premises

If a person refuses to leave the premises, the police will be contacted.

The children will be cared for in an appropriate safe place away from the incident. If necessary extra staff will be called in to support the staff and children already present.

The incident will be recorded, detailing the time, date, nature and circumstances around the incident, the names of any person / persons involved and / or witnesses and whether any injury has occurred.

The accident and incident policy and procedures support our safeguarding policy and support our health and safety measures for everyone at the TreeHouse – staff, children, parents, visitors, and volunteers / management.

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| This policy was adopted by: TreeHouse Education Ltd | Date: 18th July 2025 |
| Last reviewed on: July 2025 | Signed: A black line drawn on a white surface  Description automatically generated |
| To be reviewed on: December 2025 |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.45-3.46]*