

Accident and incident procedures

Colyton Caterpillars Early Education



If your child has had an accident at home, we will ask you to fill in a form on arrival (for example, if they have had a bump to the head).

Accident at Home Report

Parent/Carers are to complete this form if staff need to be informed of an injury sustained outside of the childcare setting.

Child's name			
Date of accident			
Location of accident			
Nature of accident			
Description of injury			
First Aid administered			
Medicine/treatment required			

Signed	Position	Date	
Countersigned (if applicable)	Position	Date	
Parent/carer		Date	

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Many children have small accidents whilst playing and exploring. If they have an accident that we feel needs to be recorded, we will fill in an accident form. This is a carbon copy form that you will need to sign when you collect your child and a copy will be given to you for your record.

Child Accident Report

Child's full name	Age	
Specific accident information		
Date	Time	Location

Nature of accident:

Nature of injury:

First aid administered	
Person attending to accident	
Other staff present	
Parents notified of the accident by <input type="checkbox"/> Telephone <input type="checkbox"/> Report	

Comments

Signed	Position	Date	
Countersigned (if applicable)	Position	Date	
Parent/carer		Date	

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If your child has a nose bleed through an accident or spontaneous occurrence, our nose bleed form will be completed.

Colyton Caterpillars Early Education Nosebleed form

Child's name:	
Date:	
Time nosebleed started/ended:	
Reason for nosebleed:	
Action taken:	
Staff signature:	
Parent/carer signature on collection:	

Upon sustaining a head injury, the first aid steps will be followed and parent/carer will be contacted. The parent/carer will then decide whether to seek further medical advice or if they are happy to leave the child in the setting. Monitoring advice will be given on collection. In serious circumstances, it would be necessary to contact the emergency services.

Head Injury Report

Complete a form and hand to parent/carer if their child sustains an injury to their face/head (carbon copy should be filed in child's folder). Indicate position of injury by marking a cross on the image below.

Today sustained an injury to his/her head.

Date of incident	Time of incident
Description of injury	
First Aid administered	

Additional advice

Observe your child closely for the next 2-3 days, seek medical advice if you are concerned.

- If the area is swollen or bruised, try placing a cold compress over it for 20 minutes every 3-4 hours.
- Make sure your child is drinking enough fluid.

Signed	Position	Date	
Countersigned (if applicable)	Position	Date	
Parent/carer		Date	

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