

DELLCOTTAGE  
DAY NURSERY

*A place, to play, learn, discover and grow*

**PROCEDURE FOR COMPLETING ACCIDENT/INCIDENT FORM**

Staff must complete **all** the details on the accident/incident form.

**Staff must check the following details with the manager or senior member of staff on duty after it has been filled in.**

- Is the child's name and age on the accident form?
- Has the member of staff filled in their name and signed?
- Has the date and time and place where accident/incident occurred been filled in correctly?
- Is the circumstances and description of what happened filled out in depth and accuracy?
- Has the parent/guardian been informed and signed the book?
- Has the body map been marked in all areas that the child is affected and the parent been shown?

The parent/guardians signature is required on the appropriate section of the form at the end of the session the child is attending the day the incident happens.

The form is to be signed by the member of staff who witnessed the accident/incident **and** verified by the senior member of staff on duty.

If a child incurs a head injury the parent/guardian will be contacted immediately and possibly asked to pick up their child.

**ALWAYS make sure the parent signs the book on the same day and is told about the accident/incident.**

Staff signatures and date

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If you are not clear on any of the instructions of how to fill in the form- please speak to the manager.