

# Cawdor Primary School – Early Learning and Childcare (ELC) Accident/ Incident Forms – March 2026



In Cawdor Primary School Early Learning and Childcare (ELC) setting we use the Highland Council guidance for completing ELC accident/ incident forms. Our Accident/ Incident folder contains the accident/ incident forms for the academic session.

We have colour coded the accident/ incident forms.

PINK: Accident

GREEN: Incident

Accidents/ incidents in breakfast club will use the school accident book slips to enable children to bring a copy of the slip home. These are stored in the Breakfast Club Care Plan folder for auditing.

## Following completion of the accident/ incident form

Once an accident/incident form has been completed and signed by two staff members, this is to be shared with the family member or adult collecting the child for signing.

Once this has been signed by two staff members and the family member, this is to be placed in the 'To Be Audited' the folder. The Head Teacher will regularly audit accidents/ incidents.

After the accident/ incident form has been audited, this will be stored in the individual child's pocket in the relevant accident/ incident folder.

Following an accident/ incident, staff in the ELC setting will consider if any changes need to be made as part of ongoing risk assessment.

## Serious Accident/ Incident

A serious accident/ incident will be shared with the Head Teacher on the day of the accident/ incident. The Head Teacher will record this on the Care Inspectorate e-Forms site if required. Following a serious accident/ incident the staff team will discuss the nature of the accident/ incident, and any modifications that need to be made to the ELC environment – interactions, experiences, spaces – as part of ongoing risk assessment.

Adele Mackenzie – Early Years Practitioner \_\_\_\_\_

Caroline Docherty – Early Years Practitioner \_\_\_\_\_

Fiona McAuley – ELC Support Worker \_\_\_\_\_

Gizelle Souter – Early Years Practitioner/ ELC Support Worker \_\_\_\_\_

Helen Kelly – Early Years Practitioner \_\_\_\_\_

James Cook – Head Teacher \_\_\_\_\_

Mairi Laing – Senior Early Years Practitioner \_\_\_\_\_

Jayne Babey – Breakfast Club Auxiliary \_\_\_\_\_

Stacey Glass – Early Years Practitioner \_\_\_\_\_

## HIGHLAND COUNCIL:

### Guidance for completing ELC accident/incident forms

- This form should be completed in the event of a child being hurt and/or upset following an accident/incident in your care.
- The child's full name, the exact date and time of accident/incident should be recorded.
- Each box should be completed by highlighting or circling the appropriate response or by recording alternative information.
- In the summary of accident/incident box please include the specific nature and details of the accident and/or injury. For example:
  - *"Child A tripped over while running outside on the tarmac and has a 3 cm cut."*
  - *"Child B slipped on the sandy floor and has a surface scrape with no broken skin."*
- If appropriate, action taken to prevent this happening in the future should be recorded in the box. For example:
  - *"Ensure a dust pan and brush is easily accessible for children and staff to sweep up sand when required."*
- Two signatures are required; the first should be the practitioner who dealt with the accident/incident. The second may be another practitioner and/or other member of staff present.
- If you are a lone worker the signature of the HT/Manager should be sought where possible.
- If the child is not collected by the parent/carer the form should be signed and dated by the adult who collects the child.
- Indicate who has received a copy of the accident/incident form by ticking the relevant box.
- **The ELC setting must retain a copy of the completed and signed form.**
- Depending on the nature of the accident/incident and in consultation with a first aider/manager, parents/carers should be contacted, the time recorded and the appropriate box ticked to show the method used.
- Please refer to <http://www.careinspectorate.com/index.php/notifications> for guidance on Eform notifications and tick the box if appropriate.
- All accident/incident forms should be audited, signed and dated by the Manager.

**All head bumps/ injuries require contact with home.  
All eye injuries require contact with home.  
All tooth injuries require contact with home.  
The contact should be noted on the accident/ incident form.**