V1: ACCIDENT AND INCIDENT REGISTER

This is a record of **ALL incidents and accidents** involving the health and safety of children and staff. Every incident entry should be **signed by the parent/guardian and the staff member**.

DATE DD/MM/ YYYY	TIME	DESCRIBE WHAT HAPPENED (What, when, where it happened, was there blood?)	WHO WAS INVOLVED (Names of children, staff or any other person involved)	WHAT ACTION WAS TAKEN (Was further medical attention needed, first aid treatment?)	PARENT/ GUARDIAN SIGNATURE (At least one signature)	STAFF MEMBER SIGNATURE

TYPES OF HEALTH AND SAFETY ACCIDENTS AND INCIDENTS INVOLVING CHILDREN AND STAFF INCLUDE:

- Any accident or injury to a child, such as cuts, bumps, bruises, burns, or more serious injuries requiring medical attention.
- Injuries to children or unusual behaviour upon a child arriving at the ECD programme that is a cause for concern.
- Attacks on children, staff members, or parents nearby.
- Break-ins, burglaries, or theft of property on the premises.
- Fire, flood, gas leak, or electrical failure on the premises.