



## Accidents and Incidents Policy

Date: 16<sup>th</sup> May 2014

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Updated by: Simone Pattison March 2023 March 2024

Next Review date: March 2025

### Aim

To follow the guidelines of the Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health and Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

Child Protection and Behavioural Incidents have a separate procedure to this policy.

All staff that work with the children have current Paediatric First Aid training.

### Procedures

#### Accidents at Home

A Pre-existing report is completed by the parent or carer each time they notify a member of staff about an accident which has not happened in Pre-School. The report is signed by the parent/carer and countersigned by a member of staff. The following information is recorded on the Prior Accident/ Incident Report:

- Full name of child
- Child's date of birth
- Date and time of accident/incident
- Description of care
- Description of injury illustrated on body map
- Signature of parent/carer
- Counter signature of staff member.

#### Dealing with pre-existing injuries to children that have not been notified to the setting

The above procedure applies but with the following change:

If we have not been informed of a prior accident by a parent or carer and an injury is noticed during a session, the parent or carer will be notified by a member of staff when they collect their child from the setting. The parent/carer will be asked to complete and sign a Pre-existing Report by the member of staff who handed the child over to the parent/carer collecting.

### **Knocks and Trips Book**

Any minor incidents that do not require any first aid and there are no visible marks are recorded in the Knocks and Trips book. If a mark appears later, the incident/accident is transferred to the accident book. **All head injuries are recorded in the accident book.**

### **Accident Book**

If a child has an injury at pre-school we record the incident in the accident book by the member of staff that has witnessed the accident. The form will have the following information on it;

- Child's name and date of birth
- Time and date of accident/ incident
- Where the accident/incident occurred
- Details of the accident/incident
- Person who witnessed the accident/incident
- What injuries were sustained
- What treatment was given and by whom
- Person who witnessed the treatment.

In the case of a bump to the head, we telephone the parent or carer at the earliest opportunity to inform them what has happened. A copy of the accident form is also emailed to the parent or carer. We will also notify parents by email if a child sustains an injury that has left a mark to their face (nose, eyes, lips, teeth).

It is the member of staff's responsibility who opens the gate to ensure that the parent or carer is informed about the accident and the report is signed by that parent or carer on the day that the accident occurred. (The name of any other child involved in an accident must remain confidential).

In the event of an Accident Report not being signed by a parent or carer on the same day, the Manager or Deputy Manager must be notified by the practitioner who dealt with the report. The Manager or Deputy Manager must inform the parent or carer by telephone of the accident, making a note of the time and date of the call on the Accident Report. The Manager or Deputy Manager must then ensure that the Accident Report is signed by the parent or carer at the next possible opportunity.

It is the responsibility of the Manager or Deputy Manager to check that all Accident Reports have been accurately completed, signed appropriately on the day.

The accident book is reviewed every half term to identify any potential or actual hazards.

### **Dealing with Accidents to Staff, Volunteers or Other Adults**

We keep written records of all accidents or injuries to staff, volunteers or other adults together with any first aid treatment given. The accident is recorded in the accident book by the adult who has had the accident and if this is not possible, by the person who administered the first aid.

### **Reporting of Major accidents or incidents**

### **Ofsted**

Ofsted (0300 123 1231) will be notified within 14 days of any of the following :

- The death of a child in our care
- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

## **Eyes**

Ofsted will be notified if a child suffers any loss of sight, whether it is temporary or permanent. We will also inform OFSTED about:

- penetrating injury to the child's eye
- chemical or hot metal burn to the child's eye

## **Substances and electricity**

If a child suffers any injury from, or requires medical treatment for, any of the following situations we will inform Ofsted:

- from absorption of any substance:
  - by inhalation
  - by ingestion
  - through the skin
- from an electric shock or electrical burn
- where there is reason to believe it resulted from exposure to:
  - a harmful substance
  - a biological agent
  - a toxin
  - an infected material

## **Reporting to RIDDOR**

We will notify without delay any serious injury or death to an employee, child or visitor, as a result of a work-related incident, including physical violence.

We hold up to date emergency contact numbers and email addresses for all our parents/carers. It is their responsibility to update Mulberry Pre-School of any change to their contact details.

## **Our Incident book**

- We have ready access to telephone numbers for emergency services, including local police. As we lease the property we have contact numbers for gas and electricity emergency services and the Manager clearly displayed in the main office and our outside notice board.
- We keep an incident book for recording incidents, including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - A break in or theft of personal or the setting's property
  - An intruder gaining unauthorised access to the premises.
  - Fire, flood, gas leak or electrical failure.
  - Attack on a member of staff or parent/carer on the pre-school premises or nearby.
  - Any racist incident involving staff or parent/carer on the pre-school premises.
  - Death of a child or staff member.
  - A terrorist attack or threat of one.
- In the Incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our 'Lockdown' Policy will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child, staff member or visitor dying on the premises, the emergency services are called and the advice of these services are followed.
- The Incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

**Legal Framework**

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)

**Further Guidance**

- RIDDOR Guidance and Reporting Form.

This policy was adopted at a committee meeting held on \_\_\_\_\_

Chairperson to sign and date \_\_\_\_\_

Chairperson (print name) \_\_\_\_\_

Manager to sign and date \_\_\_\_\_

Manager (print name) \_\_\_\_\_

