



## **Accident and Incident Policy**

### **Introduction**

We want to ensure that the children in our care can play and learn in a safe environment and that they, and all the adults present at the setting are kept safe at all times. However, we recognise that accidents and incidents will happen and the following policy and procedures ensure they are recognised, recorded and dealt with appropriately.

### **Accident and Incident Response Procedure**

At least one member of staff with current paediatric first aid training is on the premises at all times when children are present. Staff members will be appropriately trained in order to deal with each situation appropriately.

We keep an accurate record of all accidents and incidents that occur both on and off the premises and seek to ensure any future events are minimised or the possibility of re-occurrence is removed.

We inform parents of any accidents/incidents sustained by their child whilst in our care and of any first aid treatment given, as soon as is reasonably practical. This will usually be at the end of the session when we ask parents/carers to sign the record form (for confidentiality only one page per child, per accident or incident is used when recording events). All accidents and incidents are brought to the attention of the appropriate persons/bodies.

### **Reporting and Recording**

All incidents are recorded in the Incident Book which is stored in Earth House. This includes incidents that are reportable to the Health and Safety Executive as well as accidents or injuries to children, staff, other adults at the setting, theft of personal property or the property belonging to the setting, fire, flood, gas leak or electrical failure, attack on member of staff or parent on the premises or nearby, any racist incident involving a member of staff or family on the setting's premises, death of a child, a terrorist attack, or threat of one, bullying and fighting may be also be recorded where staff consider this is necessary.

The Incident Book is reviewed at least half termly to identify any trends or recurring causes of injuries, potential or actual hazards and staff consider ways to reduce the hazards.

All records should contain:

- the time, date and nature of any accident;
- details of the children/persons affected;
- the type and location of any injury;
- the action taken at the time, any action taken later and by who;
- the circumstances of the incident, names of any adults and children involved; and

- any witnesses (including contact details of the witnesses) if applicable;
- the name and signature of the staff member who dealt with the incident, any witnesses (if applicable) and a dated countersignature by the parent when the child is collected.

In the case of an emergency, see “Sickness, Medicines and Emergency Treatment Policy”, which outlines our procedures, parental consents etc.

**Existing Injuries** - If a child arrives at the setting with an existing injury this is discussed with the parents, a brief description is written in the Incident Book which parents sign. Staff will also complete a Chronology Body Map and report any Safeguarding Concerns they may have to the Designated Safeguarding Lead Dominic Miles.

In the unlikely event of a terrorist attack our Emergency Procedure Policy will be followed, unless there is further advice from the emergency services with regard to evacuation, medical aid and contacting children's families in this specific case. The incident is recorded when the threat is averted. In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services is followed. In addition, Ofsted would be informed.

#### **Notification of serious accident or incident**

Ofsted - We will notify Ofsted of any serious accident, injury or death that occurs to a child whilst they are in our care, including times when we are off the premises eg an outing, as well as any other person suffering such an incident whilst on our premise. Notification will be made as soon as is reasonably possible but in any event within 14 days of the incident occurring.

Ofsted tel; 0300 123 1231

Children’s Advice and Support Services - We will notify our local child protection agency about any serious accident, injury to, or death of a child whilst in our care and act on any advice given. Notification will be made as soon as is reasonably possible but in any event within 14 days of the incident occurring.

CASS tel: 0121 303 1888

#### **Health and Safety Executive**

We meet our legal requirement as an employer under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

When there is any injury requiring a general practitioner or hospital treatment to a child, parent, member of staff, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the RIDDOR format.

We will report:

- deaths;
- major injuries that happen to anyone on your premises or while you are caring for children;
- off your premises;
- injuries that last more than seven days – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases (see [www.hse.gov.uk/riddor/guidance.htm/disease](http://www.hse.gov.uk/riddor/guidance.htm/disease)) for a full list of reportable diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done. Any of the above requires form F2508 to be completed, as soon as possible, normally within 10 days of event of knowledge.

Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am and 5pm), or online form at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

See also the Safeguarding and Child Protection Policy and Emergency Procedures Policy.