

Recording and Reporting of Accidents and Incidents

Safeguarding and Welfare Requirement: Health Providers must keep a written record of accidents and first aid treatment

Health and Safety

(Including procedure for reporting accidents to the HSE under RIDDOR requirements)

Policy Statement: We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this:

EYFS key themes and commitments

The Themes and Principles describe the features of our practice on which the Early Years Foundation Stage is based. They emphasise that the child is of first importance and that all relationships, experiences and the environment together influence how the child will develop, plan and learn.

http://www.foundationyears.org.uk/files/2011/10/EYFS_Principles1.pdf.

A Unique Child – 1.3 keeping safe. 1.4 Health and well-being

Positive Relationships – 2.2 Parents as partners, 2.4 Key person

Enabling environments – 3.4 The wider context

Definitions

An incident is any unplanned or unexpected occurrence that happens to a child. An accident is an unplanned, uncontrolled incident, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

Roles and Responsibilities

The Team Leader & Administration Manager are responsible for the overall operation of the pre-school services and for ensuring the effective implementation of this policy. The Ofsted Nominated Person is responsible for processing all incident and accident reports relating to Yaxley & Mellis Pre-School, along with ensuring lessons are learned from accidents and near hits and for supporting staff in statutory responsibility for external reporting accidents.

Procedures

We aim to reduce the risk of accidents by:

- All staff receive Health and Safety training as part of their induction.
- Undertaking risk assessments for as many foreseeable risks as possible. This enables us to identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff are aware of relevant risk assessments and act according,
- Staff and children are encouraged to care about their environment and their colleagues.
- Staffs identify and report hazards and risks and encourage children to do the same.

- The Administration Manager/Ofsted Nominate Person and Health and Safety Officers oversee all health and safety issues.

Accident book:

- each child has their own individual accident book which is kept safely and accessibly, within their personal records. in our lockable filing cabinet
- they are accessible to all staff and volunteers, who know how to complete them; and
- accidents are reviewed termly to identify any potential or actual hazards.

Accident records

Accident records contain:

- details of any existing injuries that a child arrives with, including bumps and bruises
- the time, date and nature of any accident
- details of the children affected
- a written description of the type and location of any injury and a body map
- the action taken at the time (including first aid treatment provided), any action taken later and who did what
- the circumstances of the accident, names of any adults and children involved and any witnesses (you may need the contact details of the witnesses)
- the signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.

Significant Incident records

All incidents are recorded in detail. This could be

- a disagreement between two children, where one child hits another resulting in a bump
- an extreme reaction to a common situation e.g. hysterical response to thunder

On our green coloured significant incident records we record

- the child's name
- the time and location of the incident
- what triggered the incident
- the nature of the incident
- other people involved (if children or young people are involved we put in their initials)
- witnesses
- how the situation was handled

Accidents and significant incidents will be reported to the parents on the day. This will usually be when they collect their child, but if a child is seriously injured or needs unplanned medical treatment the parent will be informed immediately. There is always a first aider on site at all times to deal with minor injuries.

The first aid box is located in the kitchen. This is checked regularly in line with the policy set out in the First Aid Policy for Yaxley & Mellis Pre-school School. A first aid box is taken on all outings. If first aid is given it will be recorded on the child's individual accident form.

All accidents and incidents are reviewed by the Safeguarding Lead Co-ordinators to see if anything can be done to prevent the accident/incident happening again.

Accidents/incidents relating to staff or visitors will be reported in line with this policy

Staff

Any staff injuries that result in absence will be reported to the Team Leader and Administration Manager who will ensure that reporting occurs in line with Yaxley & Mellis Pre-School policy and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Reporting accidents and incidents:

Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- food poisoning affecting two or more children looked after on our premises
- a serious injury to, or serious illness of, a child in our care and the action we take in response; and
- the death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environment Health Department.

We meet our legal requirements in respect of our employees and the public by complying with RIDDOR (the reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any work- related accident leading to an injury to a child or adult, for which they are taken to hospital;
- any work- related injury to a member of staff, which results in them being unable to work for seven consecutive days;
- when a member of staff suffers from a reportable work-related disease or illness;
- any death, of a child or adult, that occurs in connection with activities relating to our work; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as gas leak.
- any dangerous occurrence is recorded on an incident form. See below.

Incident forms

- We have access to telephone numbers for emergency services, including the local police. Along with contact numbers for electricity, emergency services, carpenter and plumber.
- We keep incident forms for recording incidents including those that that are reportable to the Health and Safety Executive as above.
- These incidents may include:
 - break in, burglary, theft of personal or the setting's property;
 - an intruder gaining unauthorised access to the premises;
 - fire, flood, or electrical failure;
 - attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- On the incident forms 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 the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, the emergency services are called, and the advice of these services is followed.
- The incident form 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 1995)

Further guidance

RIDDOR Guidance and Reporting Form www.hse.gov.uk/riddor/index.htm

Useful resources and websites

A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Available to download or buy from www.hse.gov.uk/riddor

Ofsted www.ofsted.gov.uk 0300 123 1231 Applications, Regulatory and Contact (ARC) Team, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

RIDDOR www.hse.gov.uk/riddor 0845 300 99 23 Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG
