

Safeguarding and Welfare Requirement: Health

Providers must keep a written record of accidents or injuries and first aid treatment.

6.3 Recording and reporting of accidents and incidents

Policy statement

We follow the guidelines of the Reporting of 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.

Procedures

Procedure for accidents

Our staff accident book:

- is kept in a safe and secure place in the office;
- is accessible to our staff and volunteers, who all know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.
- All staff and volunteers are made aware at their induction that all accidents/incidents should be reported to the manager as soon as possible.

Our accident records for children:

- are kept in our file box which is transported between our indoor and outdoor area and only accessible to staff.
- Are completed when any child has an accident resulting in a significant injury or has had a significant accident. Every child has their own accident record sheet which details the time, place and nature of accident as well as injuries and treatment given. Staff sign this along with another witness signature when possible. Once one sheet is full, it is filed away in the child's personal folder. Accident forms are reviewed regularly by the manager when filed to identify any potential or actual hazards.
- When necessary, first aid will be administered by fully trained staff and this will be recorded on the accident form.
- Parents/carers will be informed of the accident at collection time and asked to sign the accident form.
- For any head bumps/injuries, an additional 'head bump' form is completed which is handed to parents/carers at collection time and lists things they should be aware of with head injuries. Children are also given a 'I bumped my head' sticker to wear to remind all staff and the children's families when they get home that they have bumped their head and should be closely monitored.
- Parents/carers may not be informed of very minor injuries such as small grazes if their child had an accident and appeared un-phased or staff were unable to notice any marks/significant injuries at the time (or if the child continued playing and staff had no reason to believe a minor injury had been caused).
- For more serious accidents, parents/carers will be informed straight away by telephone and asked to collect their child if it is felt necessary.

- If absolutely necessary, staff will call the emergency services before contacting parents/carers.
- Parents/Carers are required to complete 'pre-existing injury' forms if their child arrives at nursery with a mark/bruise/injury that did not occur whilst in the care of nursery staff. This should be handed to a member of staff. The manager will monitor pre-existing injury forms as they are filed away to the child's personal file.

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 accident or 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 Environmental Health Department.
- We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the Health and Safety Executive (HSE):
 - Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.
 - Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
 - Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
 - When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
 - Any death, of a child or adult, that occurs in connection with a work-related accident.
 - 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 a gas leak.
 - Information for reporting incidents to the Health and Safety Executive is provided in the Pre-school Learning Alliance's Accident Record publication. Any dangerous occurrence is recorded in our incident book (see below).

Incident book

- We have ready access to telephone numbers for emergency services, including the local police. Where we are responsible for the premises we have contact numbers for the gas and electricity emergency services, and a carpenter and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

- We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.
- On discovery of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed.
- If an incident occurs before any children arrive, our manager or named person in charge risk assesses this situation and decides if the premises are safe to receive children. Our manager/named person in charge may decide to offer a limited service or to close the setting.
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in our Fire Safety and Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.
- If a crime may have been committed, we ask all adults witness to the incident make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.
- We keep an incident log folder for recording major incidents, including some of those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - a break in, burglary, or theft of personal or our setting's property;
 - an intruder gaining unauthorised access to our premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on an adult or child on our premises or nearby;
 - any racist incident involving families or our staff on the setting's premises;
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises;
 - the death of a child or adult; and
 - a terrorist attack, or threat of one.
- In the incident log folder 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, is also recorded.
- In the 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 and Emergency Evacuation Policy will be followed and our 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 our premises, through cot death in the case of a baby for example, the emergency services are called and the advice of these services are followed.
- The incident log folder is not for recording issues of concern involving a child. This is recorded in the child's own safeguarding file or personal file when appropriate.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

Further guidance

- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

This policy was adopted by	Daffodils Outdoor Nursery Ltd	<i>(name of provider)</i>
On	<u>22nd February 2018</u>	<i>(date)</i>
Date to be reviewed	<u>February 2019</u>	<i>(date)</i>
Signed on behalf of the provider	<u>Amy Claypole</u>	
Name of signatory	<u>AMY CLAYPOLE</u>	
Role of signatory (e.g. chair, director or owner)	<u>MANAGER/OWNER</u>	