



Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

Policy statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Safeguarding or incidents relating to behaviour between children are NOT regarded as serious incidents which requires us to contact RIDDOR.

Ofsted (03001231231) is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, 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 format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Accidents on site

If a child has an accident, staff must administer first aid for **every** accident and record the incident on Family. An immediate phone call home will be determined on the severity of the accident; this is at the discretion of the keyworker and/or the person dealing with the incident. Calpol must **not** be administered after an accident unless specifically authorised by the parent who will then be collecting their child. Any cuts or grazes must have plasters if necessary – hypoallergenic plasters should be administered for those who have allergies. If an ambulance needs to be called, the parents will be notified immediately by phone call and a senior member of staff will go in the ambulance with the child. If a parent does not immediately pick up, a text **must** be sent, and their emergency contacts called.

Head Injury

If a child bumps their head, they must be sat in a quiet place for 15 minutes with a cold compress, with an adult nearby. They will then be monitored regularly throughout the day. Parents **must be contacted** following a head injury; if a parent does not pick up, a text **must** be sent.

Reporting an accident on Family

A second member of staff must check the child and the post on Family before it is sent to parents. This form must be completed at the time of the accident and filled out by the person who dealt with the child, adding any witnesses to the incidents. Reports should be written as a story, giving as much detail as possible – describe any cuts, bruises etc., and the emotional state of the child. If there are no visible injuries on the child, then this **must** be recorded as “no visible injuries”. Any injuries must be shown **exactly** as they are on the child on the body map on Family. Any treatment must be noted, even if this is a cuddle or emotional reassurance. Every report must be checked by another member of staff – this does not have to be management. If the member of staff has written down that family has been informed on pick up, this **must** be followed through, and if they are not around during pick up, this message must be relayed by the adult handing the child over to their parent.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; 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 a gas leak.
- Any dangerous occurrence is recorded in our incident folder. See below.

Recording in the Incident Book

- We have ready access to telephone numbers for emergency services, including local police. 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 keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, 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 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.
- 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 the advice of the emergency services regarding evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed, and staff will take charge of the children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, 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.

Policy updated on 10 September 2011

It will be reviewed on 10 September 2012 or if something arises which causes me to amend this policy

Reviewed 14 September 2013

Reviewed 16 September 2014

Reviewed 6 February 2015

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