



Recording and Reporting of Accidents and Incidents

Introduction

Great care is always taken by our staff to prevent injury to children and staff. It is a legal requirement to have a member of staff with current (Ofsted approved) paediatric first aid training is on the premises or on an outing at any one time. At Cheylesmore Pre-School we aim to have all our staff first aid trained, so all staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. We follow the guidelines of Ofsted and the Reporting Injuries, Diseases and Dangerous Occurrences (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.

Procedure

First aid:

- Staff must practice good hygiene at all times.
- Gloves must be worn by staff when dealing with any cuts, saliva or other bodily fluid.
- The staff member will record details of the accident and treatment given.
- The parent/carer must sign the form when they collect their child.
- The copy of the form must be given to the parent/carer for all head injuries and whenever a parent requests a copy.
- The form requires a manager's signature.
- If the accident causes any major concern or is a head injury, the parent/carer will be informed.

The Health and Safety Co-Ordinator will ensure that the first aid equipment is replenished and replaced as necessary. Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981. The first aid box is easily accessible to adults and is kept out of the reach of children. No un-prescribed medication is given to children, parents or staff.

In case of a medical emergency:

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital. Staff will call the emergency services and provide details of the incident and details from the child's registration form. The parent/carer will be contacted, and a member of staff will go with the ambulance with the child's registration details and consent forms and will remain with the child until the parent/carer arrives at hospital.

Recording and reporting of accidents and incidents:

All accidents however small must be recorded on an accident form. Our accident forms are kept in the office. They are accessible to all staff and volunteers, who know how to complete them. They are reviewed by the Health and Safety Co-Ordinator to identify any potential or actual hazards. All forms are kept for future reference for at least 21 years and 3 months. 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 RIDDOR and notify Ofsted. The manager must also inform the insurance company.

Dealing with incidents and emergencies

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrence - 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.

We have ready access to telephone numbers for emergency services, including local police, and contact numbers for gas and electricity emergency services. We keep incident forms for recording incidents and emergencies 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 unauthorized 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
- Terrorist attack, or threat of one.

Policy Review

This policy will be reviewed annually by the Senior Leadership Team Owner & Pre-School Leader

Next review date: June 2020