



Sandy Bears Nursery + Pre school Policies November 2020

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

At Sandy Bears Nursery + Pre school 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

Our accident file containing head bump and serious injuries

- Any serious injury is documented and kept in the office in a secure file
- Minor head bumps and injuries are securely stored on the family app
- is accessible to our staff and volunteers
- Staff who are paediatric first aid trained may only complete the accident or incident sheet. Staff who are not PFA trained can assist with any information but it must be signed by the first aider.
- is reviewed at least once a term to identify any potential or actual hazards.

All minor accidents and incidents are recorded securely on our family app. Parents are notified on the app via an accident form containing details of the minor accident/ incident.

A parent is notified of the accident/ incident within 15 minutes by telephone. If the staff member cannot get through to either parents, they must leave a message stating what has happened in a professional and reassuring manner. If the child is upset and needs further comfort and another member of staff is not available to call the parent right away, the parent must be called when someone becomes available.

A parent is called BEFORE they receive a notification on the app if the accident / incident includes;

- A head bump or any BUMP above the neck.
- A head accident where first aid has been administered
- When a child has bitten or been bitten by another child
- When a child has been stung by a wasp/ bee
- If the injury is more than minor
- If a parent has requested, we call when the child has any minor accident or incident
- If the key worker recognises or the parent prefers to be made aware of these incidents

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

The death of a child

- It is a legal requirement to notify Ofsted within 14 days, our policy at Sandy Bears is to notify Ofsted within 48 hours.
- 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/my safety and the safety of my employees and the public by complying with RIDDOR. We report to the Local Authority.
 - 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 or one of my 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 LA or 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 risk assesses this situation and decides if the premises are safe to receive children. The owner 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 book for recording major incidents, including some of those that that are reportable to the LA or 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/myself or my 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/my premises
 - the death of a child or adult
 - 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, 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. We have a Prevent duty risk assessment and report any incidents to our Prevent Duty officer.
- 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 book is not for recording issues of concern involving a child. This is recorded in our 'Red file'.

Common Inspection Framework

- As required under the *Common Inspection Framework*, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.

Legal framework

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

Further guidance

- Common Inspection Framework: Education, Skills and Early Years (Ofsted 2019)
- Early Years Inspection Handbook (Ofsted 2019)
- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor
- The Health and Safety (Enforcing Authority) Regulations 1998

This policy was adopted by	Sandy Bears Nursery & Pre school
On	<hr/> November 2020
Date to be reviewed	<hr/> November 2021
Signed on behalf of the provider	<hr/> L.L.Yates
Name of signatory	<hr/> Laura Yates
Role of signatory (e.g. chair, director or owner)	<hr/> Owner

Other useful Pre-school Learning Alliance publications

- Accident Record (2013)
- CIF Summary Record (2016)
- Reportable Incident Record (2015)