

## Procedure for accidents and incidents

### Aim of the policy

To have a rigorous procedure in place to deal with accidents and incidents. Refer to the current setting risk assessments.

### Points to consider

Staff dealing with accidents must wear the appropriate protective clothing at all times (disposable gloves and aprons) wherever it is required or reasonably practical.

Even if you do not see the accident or a mark appears on the child, a form must be completed regardless.

Parents/carers must inform you of any incidents/accidents/injuries that have happened at home so that you can write an Incident at Home form.

Marks in an area of concern should be reported to your DSL and complete a safeguarding record log.

### We aim to achieve this by:

Minor accidents/incidents E.g. sprains, strains, bruising, scratches, cuts, grazes, minor burns and scalds, minor head injuries and insect and animal bites

- The staff member present assesses the injury.
- The injury is treated by qualified first aiders.

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*\*Some policies continue to the next page. Please check you are referring to the complete policy content. These policies are reviewed annually and updated inline with changes to government legislation.*

- The child is resettled and observed.
- The accident/incident is recorded on the Accident form.
- The senior member of staff is informed immediately and asked to sign the accident form.
- At the end of the child's session the parent/carer is advised of the accident/incident and what action was taken. The parent must sign the form to verify that they have been advised of the accident.
- If the parent/carer is not willing to sign the form, the senior member of staff must be alerted immediately.

### Head injury

- The staff member present assesses the injury, looking at all body parts, not just where the child has bumped their head.
- A cold compress is applied to the child by a qualified first aider, regardless of whether it is a mark, bump or bruise. This is applied for 15 minutes on and 15 minutes off.
- The child is resettled and observed. They cannot be put back to sleep for at least one hour.
- The accident/incident is recorded on the Accident form immediately.
- The senior member of staff is immediately informed.
- If the senior member of staff is unavailable or absent, the second person in charge is informed and must sign the Accident form.
- The parent/carer must be phoned immediately to inform them of the head injury.
- The staff of the room is also informed immediately and a note written on the whiteboard to inform the rest of the team.
- The child will continue to be monitored at least every 30 minutes. This must be highlighted on the accident/incident form. If any changes in behaviour are observed, the senior member of staff and parents must be informed immediately.
- At the end of the child's session, the parent/carer is to be advised of the accident/incident by the staff member who completed the form. If they are unavailable, the senior member of staff will provide a thorough explanation of the accident/incident report.
- \* Fabrication of accident/incident forms will result in disciplinary action.

### Major accidents/incidents

E.g. broken bones or fractures, loss of consciousness, chest pain, breathing difficulties, dislocation of any major joint, chemical or hot metal burn, injury resulting from an electric shock or exposure to a harmful substance.

- Never move the child unless their life is in imminent danger by not moving them.
- Call an ambulance.
- Appropriate treatment should be administered by a trained first aider.
- The parent/carer must be contacted.

- If the ambulance crew take the child to hospital, a senior member of staff will accompany the child to hospital if the parents are not available, and the parent/carer should be kept informed.
- The accident form or Serious Incident form must be completed with the parent/carer's signature.
- \* For major incidents, the parents should be given a copy of the completed Accident forms.

In the case of a major accident, the details must be reported to Ofsted, Social Care and RIDDOR if applicable). If a person other than the parents collects the child, a copy of the completed Accident form must be printed and sent home.

ALL accidents and incidents must be monitored. A risk assessment may need to be completed and/or reviewed in the event of an accident or incident.

#### Attention should be given to the following:

- Was normal practice being followed?
- Were there any unusual circumstances/conditions?
- Were safety rules/advice being followed?
- Has a similar incident occurred previously?
- What conclusions can be made from this?
- How can the incident be prevented from reoccurring?

Accident forms should be checked every month by the senior member of staff to assess if any patterns are occurring, or if any action is needed to be taken to ensure accidents do not occur again. The senior member of staff will use this information to take appropriate steps to manage risks.

If an accident is not seen or a mark appears on a child, a form must be completed regardless. This must state only the facts of what has been observed and not what you assume happened.

## Accident/Incident Report Procedure

### Aim of the policy

To give guidance on when and how to complete an incident report.

### Points to consider

An incident report is a report giving all of the details of an important incident that has taken

place in the setting (or elsewhere). This may include, for example, a child arriving with an odd bruise, a team member acting inappropriately, a parent making a complaint, or a child talking about having been left home alone. See the child protection policies and risk assessment policy.

### **We aim to achieve this by:**

- Always writing an incident report if something happens in the setting that alarms staff or raises the need to question something. An incident report will set out all the facts and keep important information at hand for reference. It may even save a child's life or future. The senior member of staff may ask staff to write an incident report, and they will need to know what to write. Below is a set of guidelines on how to write an incident report.

### **How to write an incident report**

1. All accident/incident reports are to be clearly written using capital letters and correct grammar and punctuation.
2. Complete the report thoroughly and accurately, including all relevant information about the incident and persons involved (time, place, date, names and addresses).
3. Be concise and to the point, while still being thorough and complete.
4. Do not write from an emotional point of view but include only facts. Remember that anything written is considered an official document.
5. Do not speculate – again, we are reporting facts, not opinions or predictions.
6. Complete the report IMMEDIATELY after the incident/accident – details fade fast.
7. Remember that all reports are official legal documents and could be used in judicial hearings and a court of law. Remember that the parents can read these accident/incident forms at a later date using their online login.
8. If your report is not satisfactory, management will require that you rewrite it.
9. Ensure that the senior member of staff is made aware of the accident/incident immediately and signs the accident/incident form on the iPad. If the senior member of staff is not available, then the deputy must sign it.
10. Ensure that the parent/carer signs the accident/incident form before they sign the child out. Go to the accident form, talk it through with the parent/carer and then ask them to sign it.