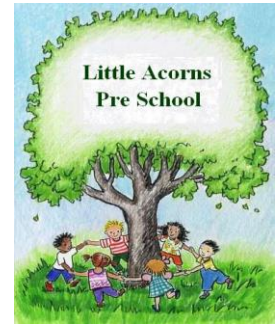


# Safeguarding and Welfare Requirement: Health



## 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

##### **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.

##### **Our accident book:**

- is kept in a safe and secure place;
- is accessible to staff and volunteers, who all know how to complete it;
- parents are asked to sign our accident book to acknowledge injury to their child;
- is reviewed monthly to identify any potential or actual hazards.

In the accident book we record the following information:

- name of casualty (child or adult)
- date, time and place of the accident
- circumstances of the accident
- nature of injury and any treatment given
- any further actions or observations
- if the parent/carer was contacted and at what time
- who dealt with the accident and details of any witnesses
- place of injury recorded on a body map
- staff and parent signatures

In the event of a child sustaining a head injury, in addition to the above procedures we also:

- telephone the parent/carer to advise of accident
- whilst the child remains in our care we make regular observations and record our findings
- parents are provided with information when they collect their child regarding the accident and advice on continuing observations of their child.

##### **Our incident book:**

- is kept in a safe and secure place;
- is accessible to staff and volunteers, who all know how to complete it;
- includes incidents that have happened at Little Acorns such as those between two children ie. When a child bites another child or displays inappropriate behaviour to another child or staff member;
- is reviewed regularly to identify any potential safeguarding issues.

In the incident book we record the following information:

- name of child or adult
- date and time of the observation/incident
- details of the incident
- name & signature of observer/informer
- parent signature if appropriate
- date and time reported to the safeguarding officer
- action taken
- was a record of concern completed
- any subsequent events
- if appropriate a body map completed

All incident/observation records are passed to a safeguarding officer to determine whether a record of concerns needs to be completed.

The incident book is not for recording issues of concern involving a child. All concerns of this matter will be recorded as a 'record of concern' and kept in our secure file.

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 reported to the police, and if so a crime number. Any follow up or insurance claim made is also recorded

We have ready access to telephone numbers for emergency services, including the local police. As we rent premises we ensure we have access to the person responsible and any emergencies are dealt with in the appropriate manner.

If parents inform us of an injury to their child that happened outside of the pre school a staff member will assist them to complete an 'Existing Injuries' form. This form is assessed by the manager and if necessary escalated to a record of concern.

We keep a record of major incidents, including those that are reportable to the Health and Safety Executive as above.

- These incidents would include, but not restricted to;
  - a break in, burglary, or theft of personal or the setting's property;
  - an intruder gaining unauthorised access to the premises;
  - a fire, flood, gas leak or electrical failure;
  - an attack on member of staff or parent on the premises or nearby;
  - any racist incident involving staff or family on the setting's premises;
  - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
  - the death of a child or adult, and
  - a terrorist attack, or threat of one.

In the unlikely 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 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, the emergency services are called, and the advice of these services are followed.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital;
- any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days;
- when a member of staff suffers from a reportable work-related disease or illness;
- any death, of a child or adult, that occurs in connection with activities relating to our work; 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.

