

Health and safety

3.3 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. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.4 The wider context	

Procedures

Our accident book:

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted 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.

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 book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's *Accident Record* publication.

Our incident book

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, 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 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 with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key 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.

Procedures for reporting incidents to the Headmistress

1. If a child has an accident, the staff on duty must fill in an accident report form.
2. All accidents must be reported to the head so that a full and thorough investigation can take place.
3. The Headmistress will interview all relevant staff and children to ascertain the facts of the incident.
4. All staff involved will be required to submit a full and detailed report of the incident.
5. If appropriate, the care taker will repair and make safe any necessary equipment.
6. Risk assessments will be re - evaluated and adjusted to reflect any necessary changes in light of the incident.
7. Risk Assessments to be put in place when injured child returns.
8. Staff to communicate with parents re. risk assessments.

First Aid

There are several fully qualified First Aiders in the staff who are on site during normal school hours.

In addition to this the whole staff have regular INSET half day courses to refresh their basic first aid skills.

The school has written details from parents of any allergies that may affect their child.

In the event of a child having sustained a minor injury they will be brought to the office and taken by Mrs Childs (a qualified First Aider) to the sick room. She will assess the injury and administer appropriate treatment. The child will remain in the sick room until Mrs Childs is satisfied that they can continue their normal activities.

The incident will be recorded on an accident form which must be signed by a parent and then filed for three years.

Any injury to the head, however minor, will be noted on a special slip and the parents will be advised to observe their child carefully. If the child is able to rejoin his class the member of staff will be made aware of the child's injury and be asked to monitor the child's condition in case of a delayed reaction.

In the event of a more serious injury the member of staff present will send for help if they deem it necessary, or accompany the child to the office if they are able to walk. If a parent is called and decides to take the child to hospital, the accident form should be copied and given to the parent to take with them and they should be accompanied by a member of staff.

If there is any question that movement may cause further injury the child will be kept warm and as immobile as possible, until professional advice is available.

An ambulance will be called and the parents advised.

Legal framework

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

Further guidance

- RIDDOR Guidance and Reporting Form
www.hse.gov.uk/riddor/index.htm

This policy was adopted at a meeting of	Silverhill School
Held on	24.05.2010
Date reviewed	October 2011
Signed on behalf of the management committee	
Name of signatory	Mrs Jenifer Capper
Role of signatory (e.g. chair/owner)	Headmistress

Other useful Pre-school Learning Alliance publications

- Accident Record (2008)