



## 6.12

### 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

##### Our accident book:

- is kept in a safe and secure place;
- is accessible to our staff and volunteers, who all know how to complete it; and
- is reviewed immediately to identify any potential or actual hazards.

#### 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.
- We meet our legal requirements in respect of the safety of our employees' safety and the safety of the public by complying with RIDDOR. We report to the Health and Safety Executive:
  - 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 me or one of my 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 me or one of my employees which results in them being unable to work for seven consecutive days.
- All work-related injuries that lead to me or one of my employees being incapacitated for three or more days are recorded in our accident book.
- When I 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.
- 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 (e.g. local swimming pool or library) 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. Our manager 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 are reportable to the 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 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 premises;
  - the death of a child or adult; 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, is also 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 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.
- 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 the child's own file.

### **Procedures for reporting incidents to the Headmistress**

- If a child has an accident, the staff on duty must fill in an accident report form.
- All accidents must be reported to the Headmistress so that a full and thorough investigation can take place.
- The Headmistress will interview all relevant staff and children to ascertain the facts of the incident.
- All staff involved will be required to submit a full and detailed report of the incident.
- If appropriate, the care taker will repair and make safe any necessary equipment.
- Risk assessments will be re - evaluated and adjusted to reflect any necessary changes in light of the incident.
- Risk Assessments to be put in place when injured child returns.
- Staff to communicate with parents regarding 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 the Medical Officer to the sick room, who will assess the injury and administer appropriate treatment. The child will remain in the sick room until the Medical Officer 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 re-join 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 (As Amended)

#### **Further guidance**

- RIDDOR Guidance and Reporting Form: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

This policy was adopted by	Silverhill School & Day Nursery
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