

## Recording and reporting of accidents and incidents

### EYFS 2017 Safeguarding and Welfare Requirement: Health

3.50 Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

#### *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 records:*

- are kept in a safe and secure place
- are accessible to our staff and volunteers, who all know how to complete them;
- and are reviewed at least half termly to identify any potential or actual hazards

#### *Accident records*

The accident form should be completed for each injury / accident. Accident records should contain:

- details of any existing injuries that a child arrives with, including bumps and bruises
- the time, date and nature of any accident at the nursery
- details of the children affected
- a written description of the type and location of any injury and a body map (children are not to be undressed or photographs taken of any marks or injuries)
- the action taken at the time, any action taken later and who did what
- head injuries must be reported to parents immediately, and a head injury guidance leaflet given when the child is collected
- parents must be informed of any accident or injury sustained by the child on the same day, and sign the accident form to acknowledge the information given
- parents must sign the accident form on collection of their child even if they have been informed over the phone
- the circumstances of the accident, names of any adults and children involved and any witnesses (you may need the contact details of the witnesses)
- the signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.
- once fully completed and signed by management, details of the accident / injury must be entered onto the accident tracker spreadsheet. The data on the spreadsheet must be analysed each month, and where patterns emerge an action plan must be put into place identify how the risk of injury / accidents will be minimised.
- once fully completed all accident / injury forms to go in child's personal files.

### *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 in our care

Further information regarding notification to Ofsted can be found in our 'Notifications to Ofsted procedure'.

- 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 and the public by complying with RIDDOR. We report to the Health and Safety Executive (HSE):
  - 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 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 on an incident form (non child).

### *Incident recording*

- We have ready access to telephone numbers for emergency services, including the local police. We have contact numbers for the gas and electricity emergency services, and our maintenance team which includes skilled personnel (e.g. carpenter, electrician and plumber).
- 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 decide 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 use incident forms (non child) 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 our 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
  - a terrorist attack, or threat of one
- On the incident form 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.
- 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 form is not for recording issues of concern involving a child. This is recorded in the child's own 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 2015)
- Early Years Inspection Handbook (Ofsted 2018)
- RIDDOR Guidance and Reporting Form: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

This policy was adopted on	Signed on behalf of the nursery	Date disseminated to staff	Date for review
March 2019			March 2020