



Recording and Reporting of Accidents and Incidents

Date reviewed: 15.09.2023

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.

Accidents and emergency treatment

A person responsible for checking and stocking the first aid box: Kim Vernon/Colette Wright

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies.

1. Parents' consent to emergency medical treatment consent on registration.
2. At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present, who regularly update their training; First Aid certificates are renewed at least every three years.
3. All members of staff know the location of First Aid boxes, the contents of which are in line with St John's Ambulance recommendations as follows:
 - 20 individually wrapped sterile plasters (assorted sizes)
 - 2 sterile eye pads
 - 4 individually wrapped triangular bandages (preferably sterile)
 - 6 safety pins
 - 2 large, individually wrapped, sterile, un-medicated wound dressings
 - 6 medium, individually wrapped, sterile, un-medicated wound dressings
 - a pair of disposable gloves
 - adhesive tape
 - a plastic face shield (optional)
1. No other item is stored in a First Aid box.
2. Vinyl single-use gloves are also kept near to (not in) the box, as well as a thermometer.
3. There is a named person in the setting who is responsible for checking and replenishing the First Aid Box contents.
4. A supply of ice is kept in the Pre-school fridges.

5. For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded in the setting's Accident Record book. Parents are asked to sign and are given a copy at the end of the session.
6. In the event of minor injuries or accidents, parents are normally informed when they collect their child unless the child has received a head injury, is unduly upset or members of staff have any concerns about the injury. In this case, they will contact the parent for clarification of what they would like to do, i.e., collect the child or take them home and seek further advice from NHS 111.

Serious accidents or injuries

1. An ambulance is called for children requiring emergency treatment.
2. First aid is given until the ambulance arrives on the scene. If at any point it is suspected that the child has died, the death of a child on-site procedure is implemented, and the police are called immediately.
3. The registration/Day Care Record form is taken to the hospital with the child.
4. Parents or carers are contacted and informed of what has happened and where their child is being taken to.
5. The Practice Manager/Deputy Practice Manager arranges for a taxi to take the child and carer to the hospital for further checks if deemed to be necessary.

Recording and reporting

1. In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer using the Confidential Safeguarding Incident Report form as soon as possible.
2. The setting's trustees are consulted before a RIDDOR report is filed.
3. If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file, and one for the local authority Health and Safety Officer.
4. The trustees are notified by the setting manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the trustees, inform local child protection agencies of these events.

The notifiable incident, non-child protection

Staff responds swiftly, appropriately, and effectively in the case of an incident within the setting. Notifiable incidents in this procedure are those not involving child protection.

A 'notifiable' incident' could include:

- fire or suspected arson
- electric or Gas fault
- burst pipe, severe leak, or flooding
- severe weather that has caused an incident or damage to property
- break-in with vandalism or theft
- staff, parent, or visitor mugged or assaulted on site or in the vicinity on the way to or from the setting
- outbreak of a notifiable disease
- staff or parent threatened/assaulted on the premises by a parent or visitor
- accidents due to any other faults (that are reportable under RIDDOR)
- lost child
- any event or information that becomes known, that may have implications for the setting or the wider organisation in the future use

The designated health and safety officer:

- has all emergency services numbers immediately to hand
- has a list of contacts for maintenance and repair
- ensure that members of staff know what to do in an emergency
- risk assess the situation and decides, with the trustees, if the premises are safe to receive children before any children arrive or to offer a limited service

Emergency evacuation

In most instances, children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

- There is an emergency evacuation procedure in place which is unique to the setting and based upon risk assessment in line with others using the building.
- Emergency evacuation procedures are practised regularly and are reviewed according to risk assessment (as above).
- Staff evacuate children to a pre-designated area (as per the fire drill), unless advised by the emergency services that the designated area is not suitable at that time.
- Once evacuated, nobody enters the premises, until the emergency services say so.
- Members of staff will always act upon the advice of the emergency services.

1. SOUND THE ALARM

Whoever discovers the fire should sound the alarm if not automatically detected by the inbuilt fire system. This is done by pressing one of the fire buttons (red box with black button) located around the Village Hall.

2. LEAVE THE BUILDING

The person in charge should direct all staff and helpers to remove all the children as calmly as possible to the nearest safe fire exit (see plan on notice board) ensuring the door is closed behind them. Staff and helpers should not try to collect bags and other personal possessions. The person in charge or Deputy should collect the register, the visitor book, the first aid box, an emergency bag, and a mobile phone on the way out. She/he should also remove the chain from the front door/side door if it is safe to do so.

3. REPORT TO ASSEMBLY POINT

The children and adults should assemble in the car park at the side of the hall. The person in charge will ask a member of staff to call the fire brigade on 999. It is the responsibility of each Key Person to line their children up (weather permitting sit in a line) and completes a head count to ensure all their children are accounted for. The Manager/Deputy Manager will then ask for totals and complete an overall headcount to make sure all children are present and safe.

4. FIRE WARDENS

The Fire Warden should check all rooms in the building, including the toilets and main cupboard, to ensure everyone is outside and close all doors behind them (the Kitchen door closes automatically upon the alarm being triggered). The Fire Warden is normally the Deputy Practice Manager. In the event of the Deputy being absent, the person in charge should appoint someone to carry out this role.

Nobody will be permitted to return to the building until the 'all clear' is given by the fire brigade.

5. CONTACTING PARENTS

In case of a fire or any other need to evacuate the building, parents will receive a phone call from Pre-school staff and be told where to collect their children from if not safe to return to the building. This meeting point is Hanslope Gospel Church situated on Gold Street.

If safe to re-enter the building the person in charge will contact the parents and notify all children are safe and we are able to resume the session.

Emergency Closure

The circumstances under which the setting may be closed due to an incident include:

1. The trustees make the decision to close – thereby withdrawing the service.
2. A third party makes the decision to close for example:
 - The Village Hall trustees
 - the emergency services
3. A parent makes the decision for their child not to attend.
 - If a parent makes the decision for their child not to attend due to a critical incident, the child's fees are due as normal.
 - Further consideration of individual incidences must be done in consultation with the trustees.

Recording and reporting

- On discovery of the notifiable incident, the member of staff reports to the appropriate emergency service, fire, police, or ambulance if those services are needed.
- The member of staff ensures that the setting manager and/or deputy are informed (if not on the premises at the time) and that the trustees are informed.
- The Practice Manager/Deputy Practice Manager completes and sends an incident record to the trustees, who, according to the severity of the incident notifies Ofsted or RIDDOR.
- If the incident indicates that a crime may have been committed, all staff witnesses to the incident should make a written statement.
- Staff does not discuss the incident with the press.

RIDDOR reportable events include:

1. Specified injuries at work, as detailed at www.hse.gov.uk/pubns/indg453.pdf
2. Fatal accidents to staff, children, and visitors (parents).
3. Accidents resulting in the incapacitation of staff for more than seven days.
4. Injuries to members of the public, including parents and children, where they are taken to hospital.
5. Dangerous 'specified' occurrences, where no one is injured but they could have been (these are usually industrial incidents).

This may include:

- If a member of staff injures their back at work through lifting and is off for two weeks
- If a parent slips on a wet floor near the water tray and is taken to the hospital
- If a child falls from a climbing frame and is taken to the hospital
- If the ceiling collapses
- If there is an outbreak of Legionella

The setting manager informs the trustees and completes an accident and/or incident record; witness statements are taken as previously detailed.

1. If the incident is RIDDOR reportable, the setting manager telephones HSE Contact Centre on 0345 300 9923 or reports online at www.hse.gov.uk/riddor/report.htm
 - RIDDOR Reportable events require reporting to RIDDOR within 15 days of the event occurring.

The local authority investigates all reported injuries, diseases, or dangerous occurrences. They will decide if there has been a breach of health and safety regulations and will decide what measures will be taken.

The trustees review how the situation was managed, as above, to ensure those investigations were rigorous and that policies and procedures were followed.

If an insurance claim is likely:

- incidents such as fire, theft or flood are notified to the insurance provider immediately

1. the setting does not admit liability
2. if broken or faulty equipment is involved, it must not be repaired, destroyed, or disposed of, in case it is needed during the investigation
3. if communication from a solicitor is received on behalf of the injured party, this is sent directly to the insurance provider; the setting manager will then write to the solicitor to confirm that the letter has been passed on
4. the incident is not discussed with any outside persons, or other parents, no matter what questions they may ask about their own child's safety in relation to the incident, as it is regarded as confidential under the Data Protection Act.

This policy was reviewed by Hanslope Pre-school on 15th September 2023

Date to be reviewed 15.09.24

Signed on behalf of Hanslope Pre-school B. Mudaliar

By Brittany Mudaliar

Chairperson on 29/09/2023