

Recording and Reporting of Accidents and Incidents Policy

Aim:

Playdays Preschool recognises that accident and incidences are unavoidable in a preschool environment and puts measures in place to ensure these are kept to a minimum. The purpose of this policy is to ensure that when an accident or incident does occur, staff take appropriate action and accurate information is recorded and communicated.

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 incident and there are separate procedures for this as stated in the Positive Behaviour policy and Safeguarding Children and Child Protection policy.

Method:

What is the difference between an accident and incident?

An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury e.g. tripping over and hurting your knee.

An incident is an event or occurrence that is related to another person, typically resulting in injury e.g. being pushed over and hurting your knee.

Accidents and incidents can occur to one or more persons.

Who is responsible

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the preschool leader to ensure that all members of staff have knowledge of first aid and that there is at least one member of staff on duty at all time who has a valid Paediatric first aid certificate. When creating rotas, the preschool leader must ensure that at least 1 member of staff on duty has a valid first aid certificate, preferably in Paediatric first aid.

It is the responsibility of the member of staff who administered first aid write the accident report and ensure it is signed by the manager and parent or carer of the child/ren involved. The names of other children involved in the accident or incident must be kept confidential.

In the event that the report is not signed by the parent or carer on the same day of the accident, the preschool leader must be notified by the first aider responsible. The preschool leader must inform the parent or carer by way of telephone call or email if uncontactable by phone, making a note of the date and time contact was made and by which method on the report. The report must be signed by the parent or carer at the next earliest opportunity.

All members of staff have a responsibility to ensure that the preschool leader is informed when items from the first aid box are used. A system or checking is in place to ensure the first aid box is restocked regularly.

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The preschool leader is responsible for ensuring all medical information and emergency contact details on the children's registration documents are up to date and accurate.

It is the responsibility of the preschool leader that all accident reports are accurately completed, signed by the parent or carer and filed in the child's personal file by the end of the day.

When dealing with an accident or incident, it is the responsibility of the first aider to determine whether the injury can be dealt with within the setting or if medical assistance is required.

Minor Injuries

If the injury is minor and does not require medical assistance the first aider should provide first aid and complete a record log.

If the injury is minor but requires medical assistance the first aider will call the child's parent or carer, or designated emergency contact and ask that they collect them from preschool to seek assistance. The parent should be offered support for a member of staff to accompany them. At no time should a member of staff escort a child to a treatment centre alone. A record log should be completed and updated with the outcome of the treatment given.

Major Injuries

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff, normally one of the leadership team who the child knows well, should accompany them to hospital. The child's registration form containing any medical information should accompany them to hospital. A member of staff should inform the parent or carer, or designated emergency contact at the earliest opportunity, informing them of the accident and which hospital or treatment centre the child has been taken to.

As soon as reasonably practical, a record log should be completed, including witness testimonies from any adults involved or by standing. The log should be updated when the outcome of treatment given is known.

Recording of Incidents and Accidents

Our employee/visitor accident book is kept safely and accessibly in the file cabinet in the office. It is accessible to all staff who know how to complete it. It is reviewed at least half termly to identify any potential or actual hazards.

Preschool children have a separate accident/incident log book which is stored in the small filing cabinet in the preschool. Logs are created for each separate incident or accident promptly and shared with the parent appropriately. In some cases, this may mean a parent is informed via a telephone call, or if deemed non-urgent the log report is shared with the parent at the end of the session. Parents are offered a copy of the log for their own records.

All accident and incident logs are kept on file according to our records policy.

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All logs should record the name of the child, date and time of the accident, how the accident occurred, the extent of the injury, what treatment was given, regular monitoring. Logs should be signed by the child's parent or carer and incidents requiring treatment reported to the relevant authorities within 24 hours. Once completed reports are filed in the child's personal record in the office.

Every half term, reports are monitored and cross reference on an accident statistic log. This enables us to analyse:

- How many accidents or incidents happen in a term
- What type of accidents or incidents occur.
- Identify potential or actual hazards
- Identify patterns of children having a higher rate of accidents and incident

Dealing with accident to children that are not witnessed

The above procedure applies but with the following change:

If the accident, incident or injury has not been witnessed by a member of staff or other adult, then the member of staff dealing with the accident must gain an account of what happened from the child, and any other children, if they are able to verbalise this or communicate in some other way. The member of staff must record the child's account of events of in the report and clearly state that the accident was not witnessed.

Accidents and Incidents at Home

An accident or incident at home is an event that happened outside of the preschool and when the child has not been in the care of preschool staff that has caused an injury or the seeking of medical advice.

An accident at home form should be completed by the parent or carer each time they notify a member of staff about an injury or event that did not happen in preschool. The report is signed by the parent or carer and countersigned by a member of staff.

The following information should be recorded:

- Full name of child
- Date of birth
- Date and time of accident
- Description of accident
- Description of care given
- Description of injury
- Position of injury on body

Accident at Home forms should also be submitted to accident statistic log and filed in the child protection folder following the procedure for Safeguarding Children.

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Injuries unreported by a parent or carer

Where an injury is noticed by staff members, or the child has disclosed an incident which has not been reported by the parent or carer to staff the above procedure applies but with the following change:

If we have not been informed of an accident at home by a parent or carer and an injury is noticed during a session, the parent or carer will be notified by a member of staff when they collect their child from the preschool. The parent or carer will be asked to complete an accident at home form.

Where the injury is deemed significant and/or potentially requiring further treatment or professional advice, the parent or carer must be contacted by the preschool leader to ascertain how the injury occurred, what treatment has taken place already, and discuss with the parent the need for any further treatment.

Dealing with Incidents and Accidents involving staff, volunteers or other adults

We keep written records of all accidents or injuries to staff, volunteers or other adults together with any first aid treatment given. The accident is recorded in the 'Adult Accident Book' by the adult who has the accident or if this is not possible, by the first aider on site. The preschool leader must be informed.

The Accident Book is kept in a safe and secure place. It is regularly reviewed to identify any potential or actual hazards or any other issues that need to be addressed.

We meet the legal requirements for the safety of our employees by complying with RIDDOR. We report to the HSE any accident to a member of staff requiring treatment by a GP or hospital; any dangerous occurrence. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done e.g. a gas leak. Dangerous occurrences are recorded in the incident book.

Reporting of Accidents and Injuries

OFSTED is notified as soon as possible, but at least within 14 days of instances which involve food poisoning affecting 2 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.

We inform local child protection agencies of any serious accident, illness or injury to, or the death of any child in our care and we act upon advice given by those agencies.

The Environmental Health department is informed of any food poisoning affecting two or more children or adults on our premises.

Where there is, an injury requiring hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we will make a report to the Health and Safety Executive (HSE) using the procedure for RIDDOR (available online). We will also report any work-related injury to a member of public, for which they are taken to hospital for treatment or any work related specified injuries. Specified injuries are classed as fractured bones, loss of consciousness due to head injury, serious burns or amputations. Any work-related injury which results in employees being unable to work for 7 consecutive days are to be reported. All work-related injuries that lead to an employee being incapacitated for three or more days are recorded in our Accident Book.

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Incidents to Adults and Dangerous Occurrences

Playdays meets legal requirements for the health and safety of all adults and children by following the RIDDOR guidelines and reporting any incidents and dangerous occurrences to the HSE and other appropriate professional bodies.

An incident may be an event that causes injury or fatalities or an event that does not cause injury but could have done so, such as a gas leak. Any dangerous occurrence is recorded in our 'incident book'.

We have ready access to telephone numbers for emergency services should an incident occur. For areas of the premises we are responsible for, we have contact numbers for suitable services such as gas and electric emergency services. We also ensure that we have access to the person responsible for the community centre and share information with them about any dangerous occurrences.

We inform the committee as soon as practical if any major incidents or emergencies occur at Playdays and they should do the same if an incident takes place at the community centre.

On discovery of an incident we report it to the appropriate emergency services – fire, police and ambulance – if those services are needed.

If an incident occurs before any children arrive, we risk assess this situation and decide if the premises are safe to receive children. We 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 we follow the procedures in our Emergency Evacuation Procedure.

If a crime has been committed we ask all adults who witness the incident to 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.

Incident Book

We keep an incident book to record incidents including those that are reportable to HSE and those incidents described below. These incidents include:

- Break in, burglary, theft of personal or preschool property
- 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 families on the premises
- Death of a child
- Terrorist attack or threat of one

The incident book is not for recording issues of concern involving a child. This should be recorded on a behaviour incident form and logged in the child's personal file.

The incident book will have ready access to telephone numbers for emergency services, including local police. It may also have contact numbers for committee members, gas and electric emergency services, carpenter and plumber.

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We will record the date and time of the incident, nature of event, who was affected, what was done about it – or if it was reported to the police, and if so the crime number. Any follow up or insurance claim made should also be recorded. If the incident is reported to the police, we make a note of the crime reference number.

In the event of any incident we will inform the community centre as soon as practical as part of our shared information policy. The committee will also inform all other professional bodies such as OFSTED, the HSE and local authority as necessary.

Break In, Burglary, Theft of personal or setting property

In the event of finding there has been a break in, burglary or theft at Playdays, the preschool leader should be informed immediately either in person (or by phone if she is not working). The Nominated Person, or a member of the committee if they are not contactable, should also be notified.

Anything that may be deemed to be evident or unsafe should not be touched. The Preschool Leader or Nominated Person will inform the police. They will make decisions on the advice of the police about the opening or closure of the setting and will follow any procedures set out by the police.

Intruder gaining unauthorised access to the premises or grounds

If someone is acting suspiciously on the community centre premises or surrounding area, this must be reported to the Preschool Leader, or their Deputy in their absence.

All children should be brought inside the building straight away and all doors being securely shut, using hooks and bolts where appropriate (hall doors etc.), the fire doors should also be closed securely, and curtains pulled closed. Children must be kept calm and where possible, must not be made aware of the situation. Staff must act calmly and discreetly.

The safety of the children and other adults is paramount. Observation must be reported to the Preschool Leader before an intruder is confronted. If the preschool and those in our care are under threat the Preschool Leader will contact the police and take advice from them before any children or staff are released from the building.

After the incident, the Preschool Leader will take advice from the police and committee before releasing any information to the parents.

Fire, gas leak or electrical failure

In the event of discovering a fire, the fire evacuation procedure should be followed.

If a gas leak is suspected this must be immediately reported to the Preschool Leader or in her absence the deputy who will call the national emergency number 0800 111 999. All children, staff and other adults should immediately leave the building and evacuate to Plymstock Library until the building is declared safe by the gas distributor. All doors and windows should be opened. Electrical switches should not be turned on or off – including light switches and door bells.

Make sure that the gas supply to an appliance had not been left on. Turn off the gas supply in the basement if you know how. (Far back wall).

If an electrical failure occurs this must be immediately reported to the Preschool Leader or in their absence the Deputy. They will contact the electricity distributor to inform them of the failure and find out when the supply

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can be restored. The Preschool Leader will decide whether the setting can remain open without an electricity supply.

Attack on a child or adult on our premises or nearby

This must be immediately reported to the Preschool Leader or in their absence the deputy. They will call the police, ensure that any first aid is provided and contact the emergency medical services. The Chair of Committee should be informed as soon as possible.

The safety of the children, staff and other adults must be secured. Children should be appropriately looked after, moved to safe part of the building and be kept calm. If necessary, parents should be called in to take their children home early.

Adults should remember that it is best not to antagonise the situation or retaliate in any way. It is important to try and diffuse the situation and retreat to safety.

Racist incident involving staff or family on premises

A racist incident is any incident which is perceived to be racist by the victim or any other person. If such an incident occurs, this must be immediately reported to the Preschool Leader. They will call the police and follow their advice as appropriate.

Death of a child or adult on the premises

In the unlikely event of a death at preschool, the Preschool Leader, or the deputy in their absence, will ensure that the following steps are taken:

- The police are immediately informed
- The parent is informed
- The other children at the preschool are appropriately looked after and kept calm
- Parents will be called to collect children as soon as possible
- Additional staff will be called in to help look after the children if necessary
- The chair of committee will be contacted as soon as possible
- A member of the committee will join the staff as soon as they are able.

A terrorist attack or the threat of one

If information is received about the threat of a malicious or terrorist attack in the vicinity of the preschool, this must be immediately reported to the Preschool Leader or in her absence the deputy. They will call the police and advise the procedures to follow on advice given to them by the police.

The safety of the children, staff and other adults is paramount. If the preschool and those in our care are under threat the Preschool Leader will contact the police and take advice from them before any children or staff are released from the building. Children must be kept calm and where possible, must not be made aware of the situation. Staff must act calmly and discreetly.

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After the incident, the Preschool Leader will take advice from the police and the Committee before releasing any information to parents.

Notifiable disease of illness, or an outbreak of food poisoning affecting 2 or more children

These incidences are to be recorded in the Incident Book. Please also refer to the Managing Children who are Sick or Infectious Policy.

Legal framework:

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