



Accidents And Incidents Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example a child tripping over and hurting their knee. In our pre-school accidents are recorded in the accident book, located in the locked cupboard in the kitchen.

An incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being a child being pushed over and hurting their knee. Incidents are recorded on an incident form, located in the locked cupboard in the kitchen.

A reportable incident, for example an outbreak of disease or a burglary, must be recorded in the reportable incident record book, located in the locked cupboard in the kitchen.

Aim

Our aim is to protect the children at all times. We recognise that accidents and incidents do occur and in those circumstances we follow this policy and its procedures to ensure all parties are cared for, and we review the event to minimise future risk.

Procedures

- We keep written records of all accidents, incidents or injuries to a child together with any first aid treatment given. Any event, however minor, is recorded by completion of an "Accident/Incident Record" and the procedure is the same for both types of events as follows:
 - An Accident/Incident Record is completed by the member of staff who dealt with the event. This is then witnessed by another member of staff who checks the details, ensuring they are correct. The following information is recorded on the Accident/ Incident Record:
 - Full name of child
 - Child's date of birth
 - Date, time and location of accident or incident
 - Name and signature of person who dealt with the accident or incident
 - Description of accident or incident
 - Description of care given
 - Name of person who gave care (this must be a Paediatric First Aid qualified member of staff)
 - Description of injury (if applicable)
 - Witness signature
 - Signature of parent or carer - it is the member of staff's responsibility to ensure that the parent or carer is informed about the accident or incident and that the parent or carer signs the report on the day that the accident occurred.

(The name of any other child involved in an accident or incident must remain confidential).

- In the event of an Accident/Incident Record not being signed by a parent/carer on the same day, the practitioner who dealt with the report must notify the manager or deputy.
- The manager or deputy manager then has the overall responsibility to immediately inform the parent/carer by telephone of the accident or incident, making a note of the time and date of the call on the Accident/Incident Record.
- The setting manager or deputy must then ensure that the parent/carer signs the Accident/Incident Record at the next available opportunity.
- Once completed and checked, the Accident book is kept on record, and separate incident forms are filed. Once a term the accident and incident records are reviewed by the setting management. This enables us to:
 - Review how many accidents or incidents happen in a term.
 - Identify the types of accidents or incidents that occur.
 - Identify any potential or actual hazards.
 - Identify any patterns in children having a higher rate of accidents or incidents.

Any issues identified from this review will then be addressed.

Home Injuries

- A home injury is an accident or incident that happens outside the setting and which has caused an injury or caused the parent/carer to seek medical advice.
- A home injury form will be completed by a member of staff with the parent/carer on arrival of a child with a visible injury - we ask parents/carers to notify us of home injuries that are not immediately visible on arrival so that this can be recorded. The form is signed by the parent/carer and countersigned by the person who is completing the form.
- The following information is recorded on the home injury:
 - Full name of child
 - Child's date of birth
 - Date of accident or incident
 - Description of accident or incident
 - Description of care given
 - Description of injury (if applicable)
 - Signature of parent/carer
 - Staff member signature completing the form.
- When dealing with injuries that have not been notified to the setting by the parent/carer and that have not happened in the setting, the above procedure applies but with the following changes:

- If we have not been informed of a prior accident or incident by a parent/carer and an injury is noticed during a session, the parent/carer will be notified by a member of staff when they collect their child from the setting or contacted sooner, if we feel it is appropriate.
- The parent/carer will be asked by the member of staff who handed the child over to complete and sign a home injuries form

Dealing with Accidents to 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 “Accident Book” by the adult who has had the accident or if this is not possible, by the First Aider on site.
- The Pre-School Manager must also 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.

Reporting of Accidents or Illness

The reporting procedures are as follows:

- 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, illness or injury to, or the death of any child while in our care and we act on any advice given by those agencies.
- The local Environmental Health Department is informed of any food poisoning affecting two or more children or adults on our premises.

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 their 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.

Dealing with Incidents to Adults and Dangerous Occurrences

- We meet our 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 any other appropriate professional bodies).
- An incident may be an event that causes injury or fatality 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 (please see below).
- We have ready access to telephone numbers for emergency services should an incident occur. For those areas of the premises for which we are responsible, we have contact numbers for suitable services such as gas and electricity emergency services.
- As we rent the building from the Bearsted Parish, we also ensure that we have access to the person responsible there and share information with them about any dangerous occurrences. We inform the Caretaker and Priest as soon as practical, if any major incidents or emergencies occur at St Peter's Busy Bees Pre-school.
- 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 the 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 Fire Safety and Emergency Evacuation Policy.
- If a crime may have been committed, we ask all adults who witnessed 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 to give their full name and signature.

Incident Book

- We keep an Incident Book for recording all of the incidents and dangerous occurrences detailed below, including those that are reportable to the HSE as above.
- In the Incident Book, the Pre-school Manager ensures that we record the date and time of the incident, the nature of the event, who was affected and how it was dealt with. If the incident is reported to the police, we make a note of the crime reference number.
- Any follow up or insurance claim made is also recorded.

- We will also inform all other professional bodies, such as Ofsted, the HSE and the Local Authority, as necessary.
- The Incident Book is not for recording Safeguarding issues of concern involving a child.

Break in, burglary, theft of personal or setting property

- In the event that there has been a break in, burglary or theft at pre-school, the Pre-school Manager should be informed immediately, either in person or by phone if she is not at work. In the event that the Pre-school Manager cannot be contacted, the Chair of the Committee should be informed.
- Anything that may be considered to be evidence or to be unsafe should not be touched. The Manager or Committee Chairperson 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 pre-school grounds, premises or in the immediate vicinity, this must be immediately reported to the Pre-school Manager, or in her absence the Deputy Manager.
- All children should be brought inside the pre-school building immediately. If the person appears to be a threat to the staff or children, all doors and windows should be shut and locked and the blinds pulled down wherever possible. Children must be kept calm and, where possible, must not be made aware of the situation. Staff must act calmly and discreetly.
- In a lockdown situation the children will be moved in to the storage room. For further procedures please see our Lockdown Policy.
- The safety of the children, staff and other adults is paramount. Observations must be reported to the Pre-school Manager before an intruder is confronted. If the pre-school and those in our care are under threat, the Pre-School Manager will contact the police and take advice from them before any children or staff are released from the building.
- After the incident, the Pre-school Manager will take advice from the police and Committee Chairperson before releasing any information to the parents.

Fire, gas leak or electrical failure

- In the event of discovering a fire, the Fire Safety and Emergency Evacuation Policy should be followed.
- If a gas leak is suspected, this must be immediately reported to the Pre-School Manager, or in her absence the Deputy Manager who will call the national emergency number 0800 111 999.

- All children, staff and other adults should immediately leave the building and remain in the outdoor area until the gas distributor declares the building safe. All doors and windows should be opened. Electrical switches should not be turned on or off – including light switches.
- If an electrical failure occurs, this must be immediately reported to the Pre-School Manager, or in her absence the Deputy Manager. They will contact the caretaker of the hall if possible who will then contact the electricity distributor to inform them of the failure and find out when the supply can be restored. The Pre-School Manager will decide whether the setting can remain open without an electricity supply.

Attack on an adult or child on our premises or nearby

- This must be immediately reported to the Pre-school Manager, or in her absence the Deputy Manager. They will call the police, ensure any first aid is provided and contact the emergency medical services. The Chair of the 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 a safe part of the building and kept calm. If appropriate, 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 the 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 Pre-School Manager, or in her absence the Deputy Manager. The committee will also be informed of the incident details. Police will be called and we will follow their advice.

Death of a child or adult on the premises

- In the event of a death at pre-school, the Pre-School Manager, or in her absence the Deputy Manager, will ensure that the following steps are taken:
 - The police are immediately informed.
 - The parent is informed.
 - The other children 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 the 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 terrorist attack in the vicinity of the pre-school, this must be immediately reported to the Pre-School Manager, or in her

absence the Deputy Manager. They will then call the police and advise the procedures to follow based on advice given to them by the police.

- The safety of the children, staff and other adults is paramount. If the pre-school and those in our care are under immediate threat and we must remain in the building, we will follow our Lockdown Policy. Children must be kept calm and where, possible, must not be made aware of the situation. Staff must act calmly and discreetly.
- After the incident, staff will take advice from Police before any children or staff are released from the building and will consult with Police and the Committee Chairperson before releasing any information to the parents.

A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises

- These occurrences are to be recorded in the Reportable Incidents Book.
- Please also refer to our “Managing Children who are Sick or Infectious Policy”.