

All Saints Nursery School

Recording and reporting of accidents and incidents

EYFS 2014 3.50, 3.51

Policy Statement

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 incidents and there are separate procedures for this.

Procedures

Our accident book:

- is kept safely and accessibly;
- is filled in as soon as possible after the accident, with details of time, full name of child or person involved, a description of the accident and signed by two members of staff
- The parent/carer(or member of staff if it is a staff accident) signs the record and advice is given for any further treatment necessary.
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least half termly to identify any recurring potential or actual hazards.

In the case of a serious injury requiring medical treatment we will phone the parent or carer within 12 hours of the incident to check on the welfare of the child and inform Ofsted if necessary. This will be recorded in the accident file.

Ofsted is notified of any serious injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult as soon as possible and within 14 days. See attached factsheet from Ofsted for a definition of serious injury

When there is any serious injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we inform Ofsted and we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- 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.

Our incident book

- We have ready access to telephone numbers for emergency services, including local police. A list of numbers is kept with this policy, in the accident book and on the wall of the office. We have contact numbers for gas and electricity emergency services, carpenter and plumber. We have access to the person responsible for the premises and there is a shared procedure for dealing with emergencies.
- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - an 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 family on the centre's premises;
 - death of a child, 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, should also be 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 Policy will be followed and 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 the premises, 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 behaviour incident file. The behaviour incident sheets are kept in the accident file.

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	