



## ACCIDENT AND INCIDENT POLICY

### Accidents

The Pre-School is required to record all accidents that happen onsite including those that happen to children, staff, parents or visitors. All permanent Pre-School staff hold a full pediatric first aid certificate which is completed at the end of their probationary period. We ensure that first aid courses comply with Ofsted requirements as well as those stipulated by HSE and are renewed every three years as required.

The setting's first aid kit is stored on the wall in the kitchen.

The first member of staff on the scene will reassure and comfort the child as appropriate. They will then administer first aid if they are qualified to do so, or else they will seek the appropriate adult to do so. Should the accident involve cleaning products or chemicals staff will refer to our COSHH file for guidance on how to deal with the substance should we need further clarification.

After the event, accidents are logged by the member of staff who witnessed or dealt with the accident. It is important that staff give thought to whether an accident needs recording even if there is no sign of physical injury. Some symptoms may develop later so it is important that this is still recorded if felt appropriate. Staff are required to complete the following information on an Accident Form.

- Date
- Time
- Casualties Name
- Place of the accident- where in the preschool did it occur
- Details of the accident- A written description of the event that happened to cause the injury.
- Details of injury- Staff should be as specific as possible for example rather than writing that Betty hurt her finger, they should write Betty hurt her middle finger on her left hand. *If referring to any other child this should be done using phrases such as 'another child' to maintain confidentiality. In more serious situations staff maybe asked to write down witnesses' names confidentially.*
- First aid given- if any
- What happened immediately after the injury - this maybe first aid treatment, removal of equipment, phone calls made etc.
- Staff name/ sign - The member of staff who has dealt with the accident is then required to sign the accident form. If the accident is witnessed by more than one staff member then a countersignature can be used too if required.

The form is stored on the accident form clipboard in the room for other staff to see. It is also important that staff inform other members of the team of the injury, especially if a head bump has occurred. It is good practise to write this on the room white board as a reminder to inform parents. When the child is collected a staff member will then handover information surrounding the accident and ask the parent/carer to read and sign the accident form. This must happen on the same day that the accident occurred. Any forms not communicated to parents on the day will be brought to the managers attention and a suitable course of action agreed. If for any reason the parent is unable to sign the accident form, then we will make a judgement as to whether there is a suitable other person who can sign the form and report back. If this is not possible the parent will either be informed by phone of the accident or a photograph of the form will be sent via Tapestry for acknowledgement.

Once accident forms have been signed by the parent/carer the forms will be given to the manager for checking. The manager will read through each form to check there are not reoccurring issues or reasons for the children having accidents. If any health and safety action needs to be taken this will be acknowledged on the form and if immediate action is not possible, issues will be passed to the health and safety representative to deal with as per our health and safety policy.

## **Head Bumps**

If children receive a bump to the head staff must follow the guidance set out in our illness and injury policy. A bump to the head will be recorded in the same way as any other accident but staff are asked to monitor that child for the remainder of the session. Where possible the child's key person should be informed or, in their absence, another staff member from the child's room. Head bump stickers are used to display to other staff that it is a child under monitoring. Staff should inform the manager/deputy of any significant head bumps and if needed they will then inform the parent. When the parent collects, they will be offered a head bump guidance form to take away with them which outlines the signs to look out for in the following 72 hours. Any action taken must be recorded on the accident form, i.e. leaflet given to parent, informed key person etc. Should a parent not be informed on collection of a head bump it is the staff member's responsibility to inform the manager/deputy manager on the same day so that contact can be made and information passed on to the family.

## **Incidents**

Incidents are recorded on an incident form. An incident is an event or occurrence that needs intervention. It may be that a child had a nosebleed which was unprovoked, or a child became hysterical in response to the Hoover. There may also be logs of occasional unwanted behaviours such as hitting or biting or where things need to be reported back to parents. Information on the form must include the following:

- Date
- Time
- The child's name
- Place of incident – where did it happen in the preschool?
- Details of Incident- what was the nature of the incident and why did it occur?
- Detail of any injury caused- how the situation was handled or any intervention.
- What happened immediately after the incident- How was it dealt with by staff?

Incidents are then stored and acknowledged in the same way as accidents as detailed above.

## **Body maps**

Accident/incident forms must always be completed with a body map where appropriate. This will show the specific place the injury occurred. Depending on the circumstances incident forms may require body maps to be used if a physical injury occurred.

## **Storage of data**

All accidents, incidents and pre-existing injuries are logged by staff on the same proforma but a different form must be used for each event. All forms are filed securely and kept by the setting as per GDPR regulations.

## **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

Barnett Wood Pre-School may also need to report accidents/incidents as part of our Safeguarding Policy. LADO/ C-SPA would be contacted as appropriate.

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 and will report to the Health and Safety Executive (HSE):

- Any 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 if an accident/incident was not previously logged
- 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 an onsite 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.
- [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

**Policy written August 2022**