

## Accident and Incident Recording and Reporting Policy

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Child protection matters or behavioural incidents between children are not regarded as incidents and so there are separate procedures for these.

### Accident Form

Our accident form is kept safely and is accessible to all staff and volunteers who know how to complete it. Any accident – however minor – is entered onto the accident form via Family app by the member of staff witnessing the accident. It is then that member of staff' or manager's responsibility to ensure that either the parent/carer is informed, and that the accident form is signed by the parent/carer on the day that the accident occurred.

On the Accident Form, an individual accident record is used for each child to ensure confidentiality; the following information is recorded:

- Time
- Date
- Child details
- Injury details
- Any witness details
- Body map
- First aid treatment given
- A senior staff member signature
- Any further action taken – this may be recorded at a later date

When there is any injury requiring GP or hospital treatment to a child, parent, staff member, volunteer or visitor – or in the unlikely death of a child or adult on the premises – we make a report to the Health and Safety Executive using the RIDDOR format. Ofsted is also informed in these circumstances.

### Dealing with Incidents

Great care should be taken at all times to prevent injury to children and staff. However, accidents will happen and the way they are dealt with is extremely important.

- Little Pumpkins Nursery staff will have an Ofsted-approved, current First Aid certificate covering babies and young children
- The Nursery will ensure that the first-aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed
- Safety gloves must be worn when dealing with any cuts, saliva or other body fluids – and then disposed of in the appropriate manner
- The wound will be cleaned with sterile cloths or a cold compress applied. No ointments will be applied
- If hospital attention is required then the Manager, Deputy Manager or Room Leader will make the decision and will take the necessary action to get the person to hospital
- Staff must be aware of procedures for telephoning for an ambulance. Every effort must be made to contact the parents/carers

## **Emergency Treatment**

Prior parental consent for emergency/medical treatment is asked for on the registration form completed by parents when the child joins the Nursery.

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a GP or hospital
- 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 so, such as a gas leak
- Any dangerous occurrence is recorded in our incident book

## **Incident Book**

We have ready access to telephone numbers for emergency services. For areas of the premises we are responsible for, contact numbers for suitable services are available.

We keep an Incident Book for recording incidents including those that are reportable to the Health and Safety Executive, these include:

- Break in, burglary, theft of personal or setting 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 family on the premises
- Death of a child
- A terrorist attack or the threat of one

In the Incident Book, we record the date, time and nature of the event, who was affected and how it was dealt with. If it is reported to the police, we make a note of the crime reference number.

In the unlikely event of a terrorist attack, we will 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 the children. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services would be called and the advice of these services followed.

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