

## Accident and Incident Policy

### Welfare requirements 3.48- 3.49

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All practitioners within The Nursery must take steps to prevent accidents, and when they do occur, respond quickly and appropriately to effectively manage the impact of them.

The setting has a Health and Safety Policy to help prevent accidents before they occur and procedures for dealing with any accidents that occur on the premise or on outings.

Our records are kept for all accidents and incidents to form part of a sound record for parents and to show the continuity of care between setting and home. We record accidents however small so this is reported to parents by a member of staff.

#### **Informing parents:**

Parents must be informed of any accident involving their child. They will need to monitor their child in case symptoms arise later. They may also wish to take their child to the doctor as a precautionary measure. They must have as much information as possible to be able to make an informed decision.

#### **Assessing risk:**

A full and complete record of accidents will be a key factor in undertaking our risk assessment. Frequent analysis of your records will enable you to identify hazardous areas or repeat incidents and make necessary changes in the interests of safe practice for both children and adults.

#### **Potential insurance claims:**

Even if it is anticipated that there is no injury or that the group is unlikely to receive an action for damages, full details must be recorded, including witness statements, in case of future action.

Some accidents are reportable to the HSE and Ofsted.

Each accident record should contain:

- details of any existing injuries that a child arrives with
- the time, date and nature of any accident
- details of the children affected
- the type and location of any injury

- the action taken at the time, any action taken later and who did what
- the circumstances of the accident, names of any adults and children involved and any witnesses (you may need the contact details of the witnesses)
- the signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.

Also consider:

- recording all injuries and incidents where no wound is visible
- reviewing accident records regularly to identify any trends or recurring causes of injuries.

Each child's page should contain all the children's accidents as a record . This is kept on a separate page and confidential .

The records should then be checked at the end of every term to ensure there is no pattern of accident or existing injuries for an individual child, or to check if any part of the setting needs to be reassessed due to the number of accidents related to it.

The termly check is discussed with staff if needed.

## **Emergency medical advice or treatment**

Parental permission to get emergency medical advice or treatment is stored on the permissions form that all parents complete before starting at the setting.

Staff members should be aware of details on the permission form that parents have accepted the procedures for medical treatment in case of emergency and parent's wishes, for example cultural and religious beliefs

## **Staff accidents**

Staff accidents should be logged on a new sheet in the same accident book, this can then be included in the termly check.

An accident sheet should be completed and added to the staff contact folder, There should always be spare sheets available in the rear of the folder and staff should add more or make it known to management if spare sheets are not available.

Complete the record accurately as soon as possible after the accident.

## **Incident records**

All incidents should be recorded in detail in the incident book, one record per page. Incidents should include bullying and fighting and possibly any intervention that may be needed.

Details of the incident should include:

- the child's name
- the time and location of the incident
- what triggered the incident
- the nature of the incident
- other people involved
- witnesses
- how the situation was handled
- what form of restraint was used and any consequences.

The incident book should be included in the termly check to ensure effective risk assessments and to spot any recurring incidents.

You must keep a signed record of all accidents and incidents that happen to children. An Ofsted inspector may look at your records of significant accidents and incidents so they all need to be signed by the parent. For confidentiality there should only be one page per child, per accident or incident.

The Data Protection Act (1998) deems these records confidential. Staff must ensure that parents cannot see records other than for their own child and that the accident and incident books are not accessible to anyone but staff.

## Reporting accidents and incidents

Ofsted will be notified about:

- any serious accident, injury or death that happens to a child or any other person on the premises, whether or not the child is in the care of the nursery at the time, also about any incidents that happen off your premises, such as on an outing.
- a child in the care of the nursery is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from your premises, or later, as the result of something that happened while the child was in your care.
- any significant event which is likely to affect your suitability to care for children.

If someone else tells Ofsted about such incidents, they will investigate to check compliance of all other requirements at the time.

For definitions of serious and minor injuries download the Ofsted factsheet 'Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies'. Go to [www.ofsted.gov.uk](http://www.ofsted.gov.uk) and type reference number 110009 into the search box. You must also tell Surrey County Council's local authority child protection designated officer (LADO) about any serious accident, injury to, or death of a child whilst in your care by calling 01372 833833 or 01372 833895 and act on any advice given.

## Missing child

If a child goes missing from the setting the person in charge will carry out a thorough search of the building and garden, with consideration to welfare requirement ratios for the children still at the setting.

Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.

The person in charge talks to staff to establish what has happened.

In the event of a child going missing from the Nursery School, or being lost on an outing, the Manager or Deputy Manager will contact the parent and police immediately.

The circumstances surrounding the disappearance should be fully documented in the Confidential Incident Book.

This incident will need to be reported to Ofsted in writing within the recommended time scale. A risk assessment will be reviewed after this event for the attention of all staff members.

## Employer's responsibility

As an employer Marlborough House has legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report:

- deaths
- major injuries that happen to anyone on your premises or while you are caring for children off your premises
- injuries that last more than three days – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three consecutive days
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- some work-related diseases, go to [www.hse.gov.uk/riddor/guidance.htm#disease](http://www.hse.gov.uk/riddor/guidance.htm#disease) to see a full list of reportable diseases
- dangerous occurrences – where something happens that does not result in an injury, but could have done.

Incidents will be reported as soon as possible, by calling the Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am and 5pm), or by filling in an online form by going to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). For injuries that last more than three days the HSE must be informed within ten days of the incident happening.

Ofsted and Surrey County Council's LADO must be informed about any incidents involving staff as soon as is reasonably possible and always within 14 days of the incident happening. The information reported enables the HSE and local authority to identify where and how risks arise, and to investigate serious accidents.

## **Useful resources and websites**

- The law that sets out your responsibilities is the Childcare Act 2006 and linked regulations. The specific regulation setting out serious accidents and injuries is The Childcare (General Childcare Register) Regulations 2008 (2008 No. 975): [www.legislation.gov.uk/uksi/2008/975/contents/made](http://www.legislation.gov.uk/uksi/2008/975/contents/made)
- A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Available to download or buy from [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
- Surrey Safeguarding Children Board (SSCB) Manual of child protection guidelines. [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)
- Ofsted [www.ofsted.gov.uk](http://www.ofsted.gov.uk) 0300 123 1231 Piccadilly Gate, Store Street, Manchester, M1 2WD
- RIDDOR [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) 0845 300 99 23 Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

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