

Safeguarding and Welfare Requirement: Health

Providers must keep a written record of accidents or injuries and first aid treatment.

6.3 Recording and reporting of accidents and incidents

Policy statement

At Jack and Jill's Pre School we follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (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 in a safe and secure place;*
- is accessible to all staff and volunteers, who all know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

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/my] care and the action [we/I] take in response; and
 - the death of a child in our care.
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

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 (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. We report to the Health and Safety Executive (HSE):

- Any work-related accident leading to an injury to a child or adult for which they are taken directly to hospital for treatment.
- when a member of staff suffers from a reportable work related disease or illness;
- 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.

- 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 activities relating to our work; 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.

Information for reporting incidents to the Health and Safety Executive is provided in the Pre-school Learning Alliance's Accident Record publication. 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 the local police. Where we are responsible for the premises we have contact numbers for the gas and electricity emergency services, (**Gas** 0800 111999 **Electricity** 0800 0727282) and a carpenter and plumber. Where we rent our premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We ensure that all staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.
- We keep an incident book for keeping major incidents, including those that are reportable to the Health and Safety Executive
- These incidents include:
 - a break in, burglary or theft of personal or the settings property;
 - an intruder gaining unauthorised access to the premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on a member of staff or parent on the premises;
 - a notifiable disease or illness, or outbreak of food poisoning affecting two or more children looked after on the premises;
 - the death of a child or adult
 - a terrorist attack or threat of one
- On discovery of an incident we will report it to the appropriate emergency services – fire, police, ambulance , if those services are needed..
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises ,we will follow the procedures in our] Fire Safety and Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.
- 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 their full name and signature.
- We keep an incident book for recording major incidents, including some of those that that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - a break in, burglary, or theft of personal or [our/my] setting's property;

- an intruder gaining unauthorised access to our premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on an adult or child on our premises or nearby;
 - any racist incident involving families or [our staff/myself or my staff] on the setting's premises;
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises;
 - the death of a child or adult; 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, is also recorded.
 - In the 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 and Emergency Evacuation Policy will be followed and all our staff will take charge of all the children. The incident is recorded when the threat is averted.
 - In the unlikely event of a child dying on our premises, through cot death in the case of a baby for example, 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 child's own file.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

Further guidance

- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____

Other useful Pre-school Learning Alliance publications

- Accident Record (2013)
- Reportable Incident Record (2012)