



ACCIDENT & INCIDENT RECORDING AND REPORTING POLICY

Policy Statement

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

Child protection matters or behavioural incidents between children are not regarded as incidents for this purpose and there are separate procedures for these below.

ACCIDENT AND INCIDENT PROCEDURES

What is the difference between an accident and an incident?

An **accident** is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An **incident** is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

1) Dealing with Accidents or Incidents to Children

We keep written records of all accidents, incidents or injuries to a child together with any first aid treatment given. Any event, however minor, is recorded by completion of an "Accident/ Incident Report" and the procedure is the same for both types of events as follows:

- An Accident/ Incident Report is completed by the member of staff who witnessed the event.
- Each new Accident/ Incident Report is numbered linking it to a "Summary Index" at the front of our "Accident/ Incident Record File". A Summary Index is started at the beginning of each new term.
- The Summary Index is filled in each time an accident or incident occurs by the member of staff who completed the report.
- The Summary Index includes the child's name, the date of the accident or incident, details of the accident or incident, the initials of the member of staff who completed the report and of the countersign practitioner who also carries out the final checks on the report before filing it away. (This is usually the Supervisor or the Deputy Supervisor, or a named NVQ3 practitioner in their absence).



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(continued)

The following information is recorded on the Accident/ Incident Report:

- Whether it is an accident or incident being reported
- Full name of child
- Child's date of birth
- Date of accident or incident
- Time of accident or incident
- Name and signature of person who dealt with the accident or incident
- Description of accident or incident
- Description of care given
- Name of person who gave care (this must be a Paediatric First Aid qualified member of staff)
- Description of injury (if applicable)
- Position of the injury illustrated on the body map
- Witness signature (only if witnessed)
- Counter signature (must be a qualified practitioner)
- Signature of parent or carer

It is then that member of staff's responsibility to ensure that the parent or carer is informed about the accident or incident and the report is signed by that parent or carer **on the day that the accident occurred.** (The name of any other child involved in an accident or incident must remain confidential).

In the event of an Accident/ Incident Report not being signed by a parent or carer on the same day, the member of staff in charge of the session (usually the Supervisor or the Deputy Supervisor or a named NVQ3 practitioner in their absence) must be notified by the practitioner who dealt with the report. The staff member in charge of the session then has the overall responsibility to immediately inform the parent or carer by telephone of the accident or incident, making a note of the time and date of the call on the Accident/ Incident Report. The staff member in charge of the session must then ensure that the Accident/ Incident Report is signed by the parent or carer at the next possible opportunity.

It is the responsibility of the member of staff in charge of the session (usually the Supervisor or the Deputy Supervisor or a named NVQ3 practitioner in their absence) to check that all Accident/ Incident Reports have been accurately completed, signed appropriately on the day and then filed.



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Once completed and checked, Accident/ Incident Reports are filed on the child's Personal Record (red file). The Summary Index is filed in the Accident/ Incident File. The information contained in the Summary Index enables relevant Accident/ Incident Reports to be quickly sourced by cross referencing the index number, date and child's name. This process aids us to:

- Review how many accidents or incidents happen in a term.
- What types of accidents or incidents occur.
- Identify any potential or actual hazards.
- Identify any patterns in children having a higher rate of accidents or incidents.

We regularly review the Accident/ Incident File to ensure that any issues are addressed.

2) Dealing with Accidents to Children that are not Witnessed

The above procedure applies but with the following change:

If the accident, incident or injury has not been witnessed by a member of staff or other adult, then the member of staff dealing with the accident must gain an account of what happened from the child, and any other children, if they are able to verbalise this or communicate in any other way. The member of staff must record the child's account of events on the Accident/ Incident Report and clearly state that the accident was not witnessed.

3) Dealing with Prior Accidents or Incidents to Children

A "Prior Accident or Incident" is an accident or incident that happened outside the setting that has caused an injury or the seeking of medical advice.

A Prior Accident/ Incident Report is completed by the parent or carer each time they notify a member of staff about an accident or incident which has not happened in pre-school. The report is signed by the parent or carer and countersigned by a qualified practitioner.



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The following information is recorded on the Prior Accident/ Incident Report:

- Whether it is an accident or incident being reported
- Full name of child
- Child's date of birth
- Date of accident or incident
- Time of accident or incident
- Description of accident or incident
- Description of care given
- Description of injury (if applicable)
- Position of the injury illustrated on the body map
- Signature of parent or carer
- Counter signature (must be a qualified practitioner)

Prior Accident/ Incident Forms run on the same "Summary Index" system and are filed in the same way as "Accident/ Incident Forms". It is the responsibility of the member of staff in charge of the session (usually the Supervisor or the Deputy Supervisor, or a named NVQ3 practitioner in their absence) to check that all Prior Incident/ Accident Reports have been accurately completed, signed and filed appropriately.

4) Dealing with injuries to children that have not been notified to the setting by the parent or carer and that have not happened in the setting

The above procedure applies but with the following change:

If we have not been informed of a prior accident or incident by a parent or carer and an injury is noticed during a session, the parent or carer will be notified by a member of staff when they collect their child from the setting. The parent or carer will be asked to complete and sign a Prior Accident/ Incident Report by the member of staff who handed the child over.

5) Dealing with Accidents to Staff, Volunteers or Other Adults

We keep written records of all accidents or injuries to staff, volunteers or other adults together with any first aid treatment given.



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The accident is recorded in the “Accident Book” by the adult who has had the accident or if this is not possible, by the First Aider on site. The Pre-School Supervisor must also be informed.

The Accident Book is kept in a safe and secure place. It is regularly reviewed to identify any potential or actual hazards or any other issues that need to be addressed.

6) Reporting of Accidents or Illness

We report the following:

- 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; and
 - the death of a child in our care.
- Local child protection agencies are informed of any serious accident, illness or injury to, or the death of any child while in our care and we act on any advice given by those agencies.
- The local Environmental Health Department is informed of any food poisoning affecting two or more children or adults on our premises.
- We meet our legal requirements in respect of the safety of our employee and the public by complying with RIDDOR. We report to the Health and Safety Executive (HSE):
 - Any work-related 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”.



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- 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 a work-related accident.

INCIDENTS to ADULTS and DANGEROUS OCCURRENCES PROCEDURES

Dealing with Incidents to Adults and Dangerous Occurrences

We meet our legal requirements for the health and safety of all adults and children by following the RIDDOR guidelines and reporting any incidents and dangerous occurrences to the HSE (and any other appropriate professional bodies).

An incident may be an event that causes injury or fatalities or an event that does not cause injury but could have done so, such as a gas leak. Any dangerous occurrence is recorded in our "Incident Book" (please see below).

- We have ready access to telephone numbers for emergency services should an incident occur. For areas of the premises we are responsible for, we have contact numbers for suitable services such as gas and electric emergency services.
- As we rent our land from Micklands Primary School, we also ensure that we have access to the person responsible there and share information with them about any dangerous occurrences. We inform the Primary School as soon as practical if any major incidents or emergencies occur at Micklands Pre-School and they should do the same if an incident takes place at the Primary School.
- On discovery of an incident, we report it to the appropriate emergency services – fire, police, and ambulance – if those services are needed.
- If an incident occurs before any children arrive, we risk assess this situation and decide if the premises are safe to receive children. We may decide to offer a limited service or to close the setting.
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises we follow the procedures in our Emergency Evacuation Procedure.



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- If a crime may have been committed, we ask all adults who witness 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.

Incident Book

We keep an "Incident Book" for recording all of the incidents and dangerous occurrences detailed below, including those that are reportable to the HSE as above. In the Incident Book, the Pre-School Supervisor ensures that we record the date and time of the incident, the nature of the event, who was affected and how it was dealt with. If the incident is reported to the police, we make a note of the crime reference number. Any follow up or insurance claim made is also recorded. The Incident Book is not for recording issues of concern involving a child. This is recorded in the child's Personal File (red file).

In the event of any incident, we will also call the primary school as soon as practical as part of our shared information policy. They will also inform all other professional bodies, such as Ofsted, the HSE and the Local Authority, as necessary.

1) Lockdown Procedure - Covers Intruder on the Premises or Grounds and Terrorist Attacks (or the threat of one)

If someone is acting suspiciously on the primary school or pre-school grounds or premises (or if we receive information about a terrorist attack or threat of one), this must be immediately reported to the Pre-School Supervisor, or in her absence the Deputy Supervisor or Pre-School Administrator. A clear signal by interrupted whistle and use of the code word 'Mickey' will then be given to alert all staff to initiate the 'Lockdown Procedure'. This will be the only signal given so as not to worry the children (or agitate any intruder).

All children should be brought inside the pre-school building straightaway and taken into the 'Quiet Room' together with the register and a 'grab bag'. All doors should be hooked shut. If there appears to be a threat to the staff or children, all doors should be locked with keys, windows shut and the blinds pulled down. Once all children, staff and visitors are safely inside the 'Quiet Room', the register will be taken. Children must be kept calm and where possible, must not be made aware of the situation. Staff must act calmly and discreetly.



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The safety of the children, staff and other adults is paramount. If the pre-school and those in our care are under threat, the Pre-School Supervisor will contact the police and take advice from them about what procedures to follow. Children, visitors or staff will not be released from the building until it has been advised safe to do so.

If we need to instigate Lockdown and we are able to stay in our building, a call will be made to the Primary School to alert them quoting the code word 'Mickey'.

In the event that we need to instigate Lockdown and the pre-school building is deemed unsafe and we need to evacuate, a call will be made to the Primary School to alert them using the code words 'Mickey Wilson'. The children and any visitors will be escorted by staff through the garden gates into the primary School 'Wilson' block, taking with them the register and a 'grab bag'. Lockdown would then take place at the Primary School who would work with us to notify the emergency services and parents.

If the Primary School needs to instigate Lockdown, they will telephone the pre-school school to alert us using the code word 'Mickey'.

During Lockdown and If possible, parents will be alerted by Parentmail text not to approach the building and to wait for further information. Parents will be asked not to contact the pre-school as telephones will be being used to deal with the emergency services.

After the incident, the Pre-School Supervisor will take advice from the police and Chair of the Committee before releasing any additional information to the parents.

2) Break In, Burglary, Theft of Personal or Setting Property

In the event of finding there has been a break in, burglary or theft at pre-school, the Pre-School Supervisor should be informed immediately either in person (or by phone if she is not working). In the event that the Pre-School Supervisor cannot be contacted, the Chair of the Committee should be informed.



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Anything that may be deemed to be evidence or unsafe should not be touched. The Supervisor or Chair of the Committee will inform the police. They will make decisions on the advice of the police about the opening or closure of the setting and will follow any procedures set out by the police.

3) Fire, Gas Leak or Electrical Failure

In the event of discovering a fire, the fire evacuation procedure should be followed.

If a gas leak is suspected, this must be immediately reported to the Pre-School Supervisor, or in her absence the Deputy Supervisor or Pre-School Administrator who will call the national emergency number 0800 111 999. All children, staff and other adults should immediately leave the building and remain in the outdoor area until the building is declared safe by the gas distributor. All doors and windows should be opened. Electrical switches should not be turned on or off – including light switches and door bells.

Make sure that the gas supply to an appliance has not been left on or that the pilot light on the boiler has not gone out. Turn off the gas supply at the meter if you know how to.

If an electrical failure occurs, this must be immediately reported to the Pre-School Supervisor, or in her absence the Deputy Supervisor or Pre-School Administrator. They will contact the electricity distributor to inform them of the failure and find out when the supply can be restored. The Pre-School Supervisor will decide whether the setting can remain open without an electricity supply.

4) Attack on an Adult or Child on our Premises or Nearby

This must be immediately reported to Pre-School Supervisor, or in her absence the Deputy Supervisor or Pre-School Administrator. They will call the police, ensure any first aid is provided and contact the emergency medical services. The Chair of the Committee should be informed as soon as possible.

The safety of the children, staff and other adults must be secured. Children should be appropriately looked after, moved to a safe part of the building and kept calm. If necessary, parents should be called in to take their children home early.



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Adults should remember that it is best not to antagonise the situation or retaliate in any way. It is important to try and diffuse the situation and retreat to safety.

5) Any Racist Incident Involving Staff, Family or other Adults on the Premises

A racist incident is any incident which is perceived to be racist by the victim or any other person. If such an incident occurs, this must be immediately reported to Pre-School Supervisor, or in her absence the Deputy Supervisor or Pre-School Administrator. They will call the police and follow their advice as appropriate.

6) Death of a Child or Adult on the Premises

In the event of a death at pre-school, the Pre-School Supervisor, or in her absence the Deputy Supervisor or Pre-School Administrator, will ensure that the following steps are taken:

- The police are immediately informed;
- The parent is informed;
- The other children at the pre-school are appropriately looked after and kept calm;
- Parents will be called to collect children as soon as possible;
- Additional staff will be called in to help look after the children if necessary;
- The Chair of the Committee will be contacted as soon as possible;
- A member of the committee will join the staff as soon as they are able.

7) A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises

These occurrences are to be recorded in the Incident Book. Please also refer to our "Managing Children who are Sick or Infectious Policy".