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## 6.3 Recording and reporting of accidents and incidents

### **Policy statement**

At Broadhill 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 books are:

- kept in a safe and secure place and the location is identified to new staff within their induction (although they will not be required to complete one until training has been given)
- accessible to staff and volunteers, who all know how to complete it, although after an incident occurs the member of staff inspects the area and reports or rectifies any potential hazard.

Accident Procedure (Both Indoors Outdoors) Forms available in both locations

- Whoever the child comes to or actually witnesses the accident is the one to fill out the accident form Person A (This can be filled out with their name to begin, and as a reminder to complete)
- Person A to then bring child through for first aid to be administered (Person B) (if this is outside then someone from inside should cover Person A whilst the procedure is completed.
- Person A continues to complete form (also being part of the ratio in the room) whilst Person B administers first aid and then completes their part of the form.
- Person A ensures form is completed and signed by themselves as well as the Manager then photocopies it and places both copies on the clipboard ready for end of session.
- When parent/carer arrives member of staff to ensure Parent/Carer signs BOTH copies and keeps original one
- If we have any concerns about a suspected genital injury to a child a member of staff will inform the parent immediately by phone.
- Please see attached both the Body and Head Injury Forms



### 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; 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 (Document within the Incident Book in the office)

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital for treatment
- any work-related accident leading to a specified injury to a member of staff, 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 a member of staff which results in them being unable to work for seven consecutive days. All work-related injuries that lead to a member of staff being incapacitated for three or more days are recorded in our accident book.

- when a member of staff suffers from a reportable work-related 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;
- 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.

Our incident book - (This is kept within the office)

- 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, and a carpenter and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies. - This is situated in the Office to the right of the Year Planner and a copy within the H&S Folder.



- We keep an incident book for recording major incidents, including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - a break in, burglary, or theft of personal or the setting's property;
  - an intruder gaining unauthorised access to the premises;
  - a fire, flood, gas leak or electrical failure;
  - an attack on member of staff or parent on the premises or nearby;
  - any racist incident involving staff or family on the setting's premises;
  - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises (a list is within the incident book)
  - 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 unlikely event of a terrorist attack, we 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 staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, the emergency services are called, and the advice given by 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 or in the Accident Book

#### **Common Inspection Framework**

- *As required under the Common Inspection Framework, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.*

#### **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](http://www.hse.gov.uk/riddor)



## Accident Form - Body

Childs Name: ..... Age:..... Date:.....

Time Of Accident: ..... Inside / Outside (please circle)

Nature of Accident: .....

.....

.....

Nature of Injury: .....

.....

Person Attending to Accident: .....

First Aid Administered By:.....

First Aid Administered:.....

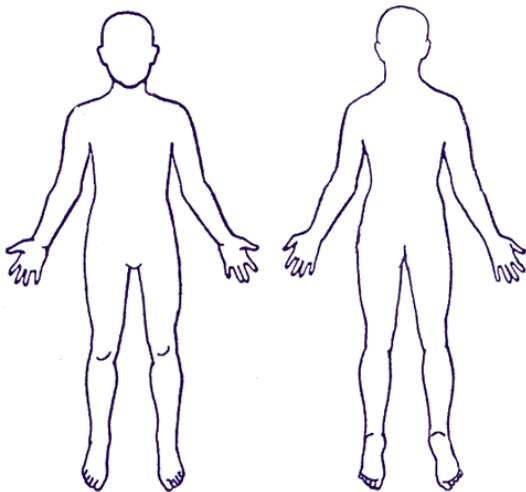
Other Staff Present: .....

Parents Notified of Accident by ..... By: Telephone  Report

Comments: .....

.....

.....



Front

Back

### Signatures:

Staff: ..... Date:.....

Manager:..... Date: .....

Parent: ..... Date: .....

Copy to Parent & Copy for File



**Accident Form - Head**

Childs Name: ..... Age:..... Date:.....

Time Of Accident: ..... Inside / Outside (please circle)

Nature of Accident: .....

.....

.....

Nature of Injury: .....

.....

Person Attending to Accident: .....

First Aid Administered By: .....

First Aid Administered:.....

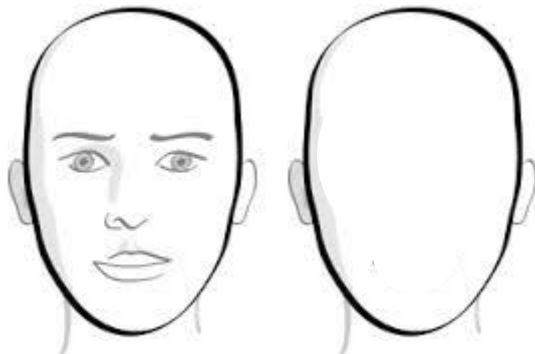
Other Staff Present: .....

Parents Notified of Accident by ..... By: Telephone  Report

Comments: .....

.....

.....



Front Back

**Signatures:**

Staff: ..... Date:.....

Manager:..... Date: .....

Parent: ..... Date: .....

Copy to Parent & Copy for File

**Additional Advice - Observe your child closely for the next 2-3 days, seek medical advice if you are concerned in anyway.**



- **Sign Off**

- This policy was adopted at a meeting

of

Broadhill Pre-School

Held on

Thursday 11th January 2018

Date to be reviewed

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By 10<sup>th</sup> January 2019

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