**Recording & Reporting of Accidents & Incidents Policy & Procedure**

**Statement of Intent**

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents.

**Aims**

Definitions of:

1. Accident – an unfortunate incident that happens unexpectantly and unintentionally typically resulting in damage or injury
2. Behavioural incident – a deliberate behavioural response or reaction resulting in unsafe/unacceptable behaviour
3. Major incident – an event or occurrence of something happening effecting the environment

**Policy and Procedure**

Accident records

* all accidents should be recorded in detail
* as well as recording all injuries, also include incidents where no wound is visible, as symptoms may become apparent only after the event e.g. concussion.
* review accident records regularly to identify any trends or recurring causes of injuries.

**Emergency medical advice or treatment**

* obtain parental/carer permission for emergency medical treatment as part of your admissions process, then make sure:
* staff are aware of parent/carer’s wishes, for example cultural and religious beliefs
* procedures are in place in case of emergencies
* parent/carer’s are told about emergency arrangements

**Behavioural Incident records**

* all behavioural incidents should be recorded in detail. As a team you must clearly define what a behavioural incident is. These should include
* bullying and fighting and any intervention that was used
* an extreme reaction to a common situation e.g., hysterical response to thunder
* a developmental achievement – a child becoming able to reach a door handle

We must keep a record of all accidents and behavioural incidents that happen to children via Famly. An Ofsted inspector may look at our records of significant accidents and incidents, so they all need to be recorded as read by the parent/carer. For confidentiality there should only be one entry per child, per accident or incident.

We must tell Ofsted about any significant accident, injury or death that happens to a child while that child is on our premises and in our care. We do not have to tell Ofsted if:

* an adult has an incident on our premises
* a child has an incident on our premises, but they are not in our care at the time, for example they have been picked up by their parent/carer and they are leaving our premises.
* an adult or child has an incident off our premises, such as on an outing.

**We must tell Ofsted if:**

* a child dies on our premises, or as a result of something that happened while the child was in our care regardless of where they are when they die.
* an adult dies or has a serious accident or injury while on our premises (Childcare Register only)
* a child in our care is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from our premises, or later, as the result of something that happened while the child was in our care
* there is any significant event which is likely to affect our suitability to care for children.

For definitions of serious and minor injuries see Ofsted factsheet ‘Serious accidents, injuries and deaths that registered providers must notify Ofsted and local child protection agencies.

**Major Incident file**

* 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.
* We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.
* On discovery of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed.
* If an incident occurs before any children arrive, our supervisor/manager risk assesses the situation and decides if the premises are safe to receive children. Our supervisor/manager 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/area, we follow the procedures in our Emergency Evacuation Policy and Procedure.
* If a crime may have been committed, we ask all adults witness to the incident 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 file for recording major incidents, including some of those that that are reportable to the Local Authority or Health and Safety Executive as above.
* These incidents include:
  + a break in, burglary, or theft of personal or our 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 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
  + a terrorist attack, or threat of one
* In the incident file 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 follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our Emergency Evacuation Policy will be followed, and our 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 our premises the emergency services are called and the advice of these services are followed.
* The incident file is not for recording issues of concern involving a child. This is recorded in the child's own file.

**My responsibility as an employer**

As an employer, a person who is self-employed, or someone who is in control of work premises, I have legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). I must report:

* deaths
* major injuries that happen to anyone on my premises
* injuries that last more than 7 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 to see a full list of reportable diseases
* dangerous occurrences – where something happens that does not result in an injury, but could have done.

It is recommended that I report any incidents as soon as possible, by calling the Health and Safety Executive (HSE) Incident Contact Centre on 0345 300 9923 (Monday to Friday 8.30am and 5pm), or by filling in an online form by going to www.hse.gov.uk/riddor For injuries that last more than three days I must tell the HSE within ten days of the incident happening.

I must tell Ofsted and Somerset County Council’s LADO about any incidents involving staff as soon as is reasonably possible and always within 14 days of the incident happening.

The information I report enables the HSE and local authority to identify where and how risks arise, and to investigate serious accidents.

Assess action needed:

1. treat at playgroup (all staff first aid trained)
2. go to hospital

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| Less critical | Emergency |
| * Ring parent/carer * Ask them to take child to hospital * Try emergency contacts if parent/carer not available * They collect child and take to hospital * Playgroup continues trying to get hold of contact and decide on next action | * Ring 999 * Accompany child in ambulance * Take child’s profile and contact numbers * Take mobile * Take into account individual children’s emergency procedures. * At playgroup contact parent/carers or emergency contacts |
| In all circumstances:   * Complete accident/incident forms and ask parent/carer to sign * Risk assesses where/how accident/incident occurred and record if applicable and complete actions needed * Keep parent/carer informed of all developments * Inform Ofsted if above emergency procedure has been followed | |

**Education Inspection Framework**

* As required under the *Education 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)
* The Health and Safety (Enforcing Authority) Regulations 1998

Useful resources and websites

* The law that sets out my 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
* A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Available to download or buy from www.hse.gov.uk/riddor
* Somerset Safeguarding Children Board (SSCB) Manual of child protection guidelines. https://sscb.safeguardingsomerset.org.uk/
* Ofsted www.ofsted.gov.uk 0300 123 1231 Piccadilly Gate, Store Street, Manchester, M1 2WD
* RIDDOR www.hse.gov.uk/riddor 0845 300 99 23 Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

**Further guidance**

* Education Inspection Framework: Education, Skills and Early Years (Ofsted 2019)
* Early Years Inspection Handbook for Ofsted Registered Provision (Ofsted 2019)
* RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor
* Accident Record (Pre-school Learning Alliance 2019)

Updated and Implemented Autumn Term 2023– reviewed regularly and the procedure monitored and evaluated.