

**Recording and reporting of accidents and incidents policy**

**Our aim:**

To 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. To ensure that staff are aware of procedures to follow for recording accidents and incidents and when these need to reported. We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR.

**To ensure that any of the following are reported to Ofsted within 14 days….**

* food poisoning affecting two or more children looked after on our premises and also to be reported to the local Environmental Health Department
* A serious accident or injury to, or serious illness of, a child in our care and the action we take in response; or the death of a child in our care and then reported to Local child protection agencies in order to act upon any advice given by those agencies.

**All of the following must be reported to the local authority….**

* 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.
* 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.
* 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.

**Settings/staff responsibilities:**

Incident book

All staff have access to telephone numbers for emergency services, including the local police and on discovery of an incident, we report it to the appropriate emergency services – fire, police, and ambulance – if needed. Fowlmere Playgroup rents our premises directly from The United Reformed Church and ensure that any incidents are reported directly to the person responsible (Sue Williams/ Elaine Toone) and that there is a shared procedure for dealing with emergencies and to prevent these from happening to users of the chapel/chapel hall.

If an incident occurs before any children arrive, our manager will risk assess this situation and decide if the premises are safe to receive children if not this will activate our pyramid system made up of Committee members to inform parents/carers of closure that day or multiple days if needed and of a reopening date.

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 Fire Safety and Emergency Evacuation Policy, Lockdown policy and procedure or, when on an outing, the procedures identified in the risk assessment for the outing.

We keep an incident book 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, electrical failure or burst pipe.
* 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 terrorist attack, or threat of one.

**When recording incidents staff will ensure….**

* 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.
* 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
* Seek further information or support from RIDDOR guidance when unsure of actions needed to be taken regarding an incident.

**The incident book is not for recording issues of concern involving a child.**

**Parent/carer responsibilities:**

* To inform us of any diagnosed cases of food poisoning or medical treatment after accidents/injuries that occur at Fowlmere Playgroup as soon as possible in order for us to be able to inform Ofsted and other organisations within the 14 day period given.
* To be aware of our Lockdown, emergency evacuation and fire policy/procedure and the role parents/carers must take in order to ensure the safety of their children and staff is paramount.
* To support Fowlmere Playgroup to act upon any advice given by the local authority and other relevant organisations.
* When applicable to support staff at Fowlmere Playgroup on planned outings to ensure children are able to explore and have the opportunity to more learning experiences including ‘risky play’ whilst increasing levels of supervision and safety of children in a different environment.

**Minor Accidents**

When a child falls or hurts themselves whilst under Playgroup supervision and opening hours (9am-3pm). A member of staff holding a valid Paediatric First Aid qualification will assess any injury and tend to the child. An accident form which is located in a pink folder in the kitchen beside the First aid box is to be filled out.

**Setting/ staff responsibilities:**

* Complete an accident form with accurate information including; Childs name, date of birth, date time and location of accident, nature of injury and description of what happened.
* Document what treatment was given and whether a follow up is necessary.
* Contact parent for any head injuries or if the child is unable to be settled.
* Discuss accident with parent at collection and provide them with a follow up form for head injuries.
* Accident forms to be stored in accordance with the settings record keeping policy.
* Ensure information is passed on and signed by parent/carer so a record is obtained for our records.

**Parent responsibilities:**

* When dropping children off for the session, please disclose any existing injuries to a member of staff who will provide you with an existing injury form. Staff will contact parents if injuries are not disclosed on arrival.
* Ensure any distinguishing marks are documented on the child’s registration forms.
* Make sure all contact information is up to date, should contact need to be made regarding an accident.

**This policy was adopted by …………………………Fowlmere Playgroup……………….**

**On ………………………… Feb 2019 ……………………………..**

**Date to be reviewed………………………………….Jan 2025…………………………..**

**Signed on behalf of the provider…………………………………………………………….**

**Name of signatory………………………………………………………………………………**

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

**Reviewed …………Feb 2020………. ……….Jasmine Redrup…………**

 …………Feb 2021……… ……….Jasmine Redrup…………

 …………Feb 2022……… ………..Verity Smith………………

 …………..Jan 2023……… ……….Verity Smith……………….

 ……………Jan 2024…….. …………Verity Smith…………..