

3.3. Recording and reporting of accidents and incidents



Policy statement

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

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.

Dealing with Accidents, Incidents to children

All accidents/incidents/near misses except those of a minor nature will be investigated by the appropriate department and recorded on the relevant documentation. Minor incidents will be recorded on the relevant documentation and assessed in-house once a term.

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

- An online Accident/ Incident / Existing Injury Report is completed by the member of staff who witnessed the event and the published to the parent/carer EyLog account to be signed.

The following information is recorded on the online 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
- Position of the injury illustrated on the body map or picture of the injury
- Description of the place where the accident or incident happened
- Description of accident or incident
- Description of injury (if applicable)
- Description of the treatment given
- Name of person completing report/job title
- Name of the witness (only if witnessed)
- Signature of parent or carer

Should an accident occur, which upon assessment, we feel does not need professional medical attention we will not contact the parents/carers and we will give treatment at nursery. An online accident/incident form will be completed and published for parents/carers to review and sign online.

However, all accidents/incidents that involve a hit of any part of the head area will be reported to parents/carers.

Should an accident occur affecting a child which we feel needs professional medical attention then we will call parents/carers to report the accident and advise them to collect their child and seek advice from their G.P. or local hospital. If we feel it is an emergency, we will call 999 for an ambulance, call parent/carers to inform them of the situation.

Accidents/incidents of a serious nature will be reported immediately by the Manager or Deputy Manager.

It is the Nursery Manager's responsibility to check that all Accident/ Incident Reports have been accurately completed, signed appropriately on the day. In the event of an Accident/ Incident Report not being signed by a parent or carer on the same day, the Nursery Manger has the overall responsibility to ensure that the Accident/ Incident Report is signed by the parent or carer as soon as possible.

Once completed and checked, the online Accident/ Incident Reports are stored on the child's online account. We regularly review the Accident/ Incident Trends online reports to ensure that any issues are addressed. 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.

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.

Dealing with Pre-existing Injuries

A "Pre-existing injury" is when an accident or incident happened outside the setting and it has caused and injury or the seeking of medical advice.

A Pre-existing injury report is completed by a member of the staff, each time a parent/carers notifies them about an accident or incident which has not happened in the nursery. The report is then published to the parent/carers in the online Eylog app for them to sign it.

The following information is recorded on the Pre-Existing Injury 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
- Position of the injury illustrated on the body map or picture of the injury
- Description of the place where the accident or incident happened
- Description of accident or incident
- Description of injury (if applicable)
- Description of the treatment given
- Name of person completing report/job title
- Name of the witness (only if witnessed)
- Signature of parent or carer

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. A Pre-existing injury report will be completed by the member of staff who noticed the injury and the parent or carer will be notified when they collect their child from the setting. The parent or carer will be asked to give a description of the accident/incident and how the injury occurred, and once this information has been filled in the Pre-existing injury report, this will be published to the parent/carer for them to sign the report.

Dealing with Accidents to Staff, Volunteers or Other Adults

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

The accident is recorded on Accident/Incident form by the adult who has had the accident or if this is not possible, by the First Aider on site. The Nursery Manager must also be informed.

The completed Accident/Incident Form 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.

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.
 - 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. We report to the Local Authority (LA).
 - 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.

Incident log

- 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.
- 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 manager risk assesses this situation and decides if the premises are safe to receive children. Our 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 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 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 electronic incident log 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/my] 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 electronic incident log 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 standard Fire Safety and Emergency Evacuation Policy will be followed, and our 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 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 log is not for recording issues of concern involving a child. This is recorded in the child's own file.

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.