



## Recording and Reporting of Accidents and Incidents

The pre-school follows 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 these.

### Each practitioner has access to the online Tapestry system

- Accidents and injuries related to children will be recorded on the pre-school's online Tapestry system. This system will detail when the accident/incident occurred, the nature of the accident/incident, who observed it, and what first aid was given. If the accident/incident is significant or difficult to describe a 'body map' will be used to indicate where any injury occurred. This 'body map' will be stored securely in a file in the office.
- Information about any accident/incident will be shared with parents verbally when they collect their child from pre-school. The practitioner sharing the accident/incident will mark this as discussed on Tapestry and provide an electronic signature.
- Accidents and incidents related to practitioners/visitors will be recorded in the Staff Sickness/Accident folder.
- Accidents and injuries will be reviewed by the pre-school manager and committee chair on a monthly basis to identify any potential or actual hazards.

### 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 the pre-school premises
  - a serious accident or injury to, or serious illness of, a child in the pre-school's care and the action the pre-school takes in response
  - the death of a child in the pre-school's care.
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in the pre-school's care and the pre-school acts on any advice given by those agencies.
- Any food poisoning affecting two or more children or adults on the pre-school premises is reported to the local Environmental Health Department.
- The pre-school meets legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. The pre-school will 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 the pre-school practitioners. 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 the pre-school's practitioners which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our practitioners being incapacitated for three or more days are recorded in our accident book.
  - When one of our practitioners 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.
- 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 folder.

## **Incident folder**

- The pre-school has ready access to telephone numbers for emergency services, including the local police. Where the pre-school is responsible for the premises we have contact numbers for the gas and electricity emergency services, and a carpenter and plumber. Where the local authority is responsible for the premises the pre-school has access to the person responsible and there is a shared procedure for dealing with emergencies.
- The pre-school ensures that practitioners 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, the pre-school reports it to the appropriate emergency services – fire, police, ambulance – if those services are needed.
- If an incident occurs before any children arrive, the Pre-school Manager will risk-assess the situation and decide if the premises are safe to receive children. The Pre-school Manager may decide to offer a limited service or to close the setting.
- Where an incident occurs whilst the children are in the care of the pre-school and it is necessary to evacuate the premises/area, the pre-school follows the procedures in the setting's 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, the pre-school will ask all adults witness to 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.
- The pre-school keeps an incident book for recording major incidents, including some of those that are reportable to the Health and Safety Executive, as above.
  - These incidents include:
    - a break in, burglary, or theft of personal or pre-school property
    - an intruder gaining unauthorised access to the pre-school premises
    - a fire, flood, gas leak or electrical failure
    - an attack on an adult or child on the pre-school premises or nearby
    - any racist incident involving families or practitioners 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 pre-school premises
    - the death of a child or adult
    - a terrorist attack, or threat of one.
  - In an incident book the pre-school will 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, the pre-school will follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families.
  - In the unlikely event of a child dying on the pre-school premises, through cot death in the case of a baby for example, the emergency services are called and the advice of these services is followed.
  - The incident book is not for recording issues of concern involving a child. These are recorded in the child's own file.

## **Common Inspection Framework**

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

This policy was adopted at a meeting of the pre-school held on ..... (date)

Signed on behalf of the pre-school .....

Also see: Administering Medicines

Emergency Closure

Health and Safety

Safeguarding