

Accident and Incident Policy

All accidents or existing injuries a child arrives at the setting with are to be recorded in the Pupil Accident Book.

If there is no visible injury/wound from the accident but the child is very upset this will also be recorded.

The accident book will contain:

- details of any existing injuries that a child arrives with, including bumps and bruises
- the time, date and nature of any accident
- details of the children affected
- a written description of the type and location of any injury (and a body map if required)
- the action taken at the time (including first aid treatment provided), any action taken later and who did what
- the circumstances of the accident, names of any adults and children involved and any witnesses (you may need the contact details of the witnesses)
- the signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.
- if the accident involves a bang/knock to the head the child will be given a 'banged head' sticker, and depending on the severity of the bang the child's parents/carers will be informed immediately by phone

Accident records will be reviewed regularly to identify any trends or recurring causes of injuries.

The accident File will be kept for at least 21 years and 3 months.

The Accident File/book is kept with the register in the box. First Aid kits are located on the right-hand side of the cupboard. All First Aid kits are replenished regularly and have a checklist.

There will always be at least two trained paediatric first aiders at each session and training will be updated every 3 years.

When children go outside to the main playground a First Aid Kit will always be taken with a member of staff.

When attending the Walking bus there will always be a trained first aider and a First Aid kit will be taken.

Transporting children to hospital procedure

If the injury is severe an ambulance will be called immediately. The setting will NOT attempt to transport any sick child, in any staff's vehicles.

Whilst waiting for an ambulance, the child's parents/carers will be contacted and arrange to meet them at the hospital.

A member of staff will accompany the child and collect registration/contact sheets and medication/allergy information. A member of the Senior Leadership Team at Crawley Ridge Junior School will be notified immediately.

It is vital everybody remains calm. Children who may have witnessed the accident may need reassurance.

Personal protective equipment

The setting provides PPE and staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. It is also provided for the handling of chemicals and other tasks.

Staff will wear disposable gloves and apron, and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with ten parts water). These will then be disposed of immediately after use.

Incidents

All incidents should be recorded in detail.

This includes:

- bullying and fighting, and any intervention that had to be used
- an extreme reaction to a common situation e.g. hysterical response to thunder

Any recorded incidents must include

- the child's name
- the time and location of the incident
- what triggered the incident
- the nature of the incident

- other people involved (if children or young people are involved you will need to put their initials or link to another form (using a reference number) so you are not recording a name but can recall who was involved in the future)
- witnesses
- how the situation was handled
- what form of restraint was used and any consequences. You must keep a signed record of all accidents and incidents that happen to children.

All incident records must be signed by parent/carer, staff and any witness involved.

For confidentiality there should only be one page per child, per accident or incident.

Parents must be informed of any accident or injury sustained by the child and of any first aid treatment given on the same day, or as soon as reasonably practicable.

Reporting accidents and incidents

Any injury or incident that requires any form of first aid beyond the very simple first aid must be reported through Oshens. This could be:

- A sprain or strain
- Serious cut
- Fractures
- Head injury

This would include anyone on the premises, not just children.

To report an incident to Oshen you would need to visit

<https://surreycc.oshens.com>

Once the report has been completed the Business Manager at Crawley Ridge Junior School will be notified a report needs to be reviewed, this will be acted on within 7 days. If the report requires further action this will be taken.

The Business Manager will then notify the Health and Safety Executive as part of their legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). A RIDDOR can be completed on the Oshens system and sent to the HSE by email.

Types of RIDDOR that MUST be reported are:

- deaths.
- major injuries that happen to anyone on our premises or whilst we are caring for children off our premises.
- Over seven-day injuries for employees.
- Occupational diseases e.g. occupational dermatitis, occupational asthma, work related upper limb disorders.
- Physical violence resulting in an injury as shown above or over seven-day absence.

It is a requirement of the early years register and the general childcare register that you must tell Ofsted about any serious accident, injury or death that happens to a child while in the care of the setting and the action taken.

Ofsted must be notified as soon as possible (reasonably practicable) but within 14 days of the incident occurring.

We **do not** have to tell Ofsted if:

- an adult has an incident on your premises
- a child has an incident on your premises, but they are not in the setting care at the time, for example they have been picked up by their parent, and they are leaving our premises.

Ofsted **will be** notified if:

- a child dies on the 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 whilst on our premises
- a child in our care is taken to hospital (to an Accident and Emergency Department), 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.

The setting will also inform Surrey County Council's local authority child protection designated officer (LADO) about any serious accident, injury to, or death of a child whilst in our care by calling:

0300 200 1006.

The setting will also notify Children's Services about any incidents which results in the death of a child whilst in our care:

North West (Runnymede, Surrey Heath and Woking) 0300 123 1630

Useful resources and websites

- A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Available to download or buy from www.hse.gov.uk/riddor
- Surrey Safeguarding Children Board (SSCB) Manual of child protection guidelines.
- Ofsted www.ofsted.gov.uk 0300 123 1231 Applications, Regulatory and Contact (ARC) Team, Ofsted, 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