

Felixstowe Nursery School

Safeguarding and Welfare Requirement : Health

Providers must keep a written record of accidents or injuries and first aid treatment

Recording and Reporting of Accidents and Incidents.

Statement:-Our setting follows the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and separate policies cover these areas.

Procedures

Our accident book:

- The accident book is kept safe and accessible. A page for each incident to maintain confidentiality. Completed forms are filed and kept on a high shelf in the store cupboard. All staff are aware of how to complete it.
- The accident book is also completed when a child comes in with an injury.
- The accident book is also used for monitoring injuries that could indicate a cause for concern.
- We also review it termly to identify any potential or actual hazards.

Reporting accidents and incidents

Ofsted are notified as soon as possible, but at least within 14 days, of any instance which involve;

- food poisoning affecting two or more children looked after on our premises;
- a serious accident or injury to, or illness of, a child in our care and the action we take in response; and
- 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 advice given to us by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

To meet legal requirements for safety of employees we comply with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

We report to the Health and Safety Executive (HSE):

- Any work-related accident leading to an injury to a child or adult, for which they are taken to hospital.
- 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 injury to a member of staff, 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.
- Any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days. All work-related injuries that lead to

[one of our employees/me or one of my 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 activities relating to our work.
- Dangerous occurrences that could have caused injury, fatality or could have caused a serious accident such as a gas leak.
- Dangerous occurrences are documented in the incident book.

Any dangerous occurrence is documented in our incident book

Incident book:-

- We have telephone numbers of emergency services including local police
- Contact details for the people we rent the building from- St Johns
- Telephone numbers of plumbers, electricians and gas engineers are kept by St Johns so we contact St Johns and they send appropriate person.
- On discovery of an incident, we report it to the appropriate emergency services – fire, police, and ambulance – if those services are needed.
- If an incident occurs before any children arrive, the manager or deputy risk assesses this situation and decides if the premises are safe to receive children. The manager/deputy 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 incident book for recording major incidents, including some of those that that are reportable to the Health and Safety Executive as above.

Incidents include

- Burglary, theft or break in.
- Intruders gaining unauthorised entry to setting.
- Fire, flood, gas leaks or electric failure.
- Attack to an n adult or child on or close to setting.
- Racist incidents involving staff/parent on setting premises.
- Notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises
- Death of a child or adult on our premises. In this event we would seek urgent medical assistance and follow their instructions.
- Terrorist attack or threat of one- In this event we would follow advice of the appropriate emergency service with regard to evacuation, medical treatment and contacting parents. Our fire drill procedure and emergency evacuation procedures would be put into practise, staff reassuring and supporting their key children. The incident is documented when the risk is averted.
- We record the date, time and nature of the incident, who it affected and action taken. If the incident was reported to the police a crime number is also documented. Follow up insurance claims are also documented. We do not record issues concerning children these are recorded in their own files.
- In the unlikely event of a child dying on the premises, the emergency services are called and their advice followed.
- We do not record 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*, 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)

Further guidance

- Common Inspection Framework: Education, Skills and Early Years (Ofsted 2015)
- Early Years Inspection Handbook (Ofsted 2015)
- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....