

Recording and reporting of accidents and incidents

(Including the procedure for reporting accidents and incidents to the HSE under RIDDOR requirements)

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

Our accident and incident records:

- are kept electronically on iconnect / Parentzone
- are accessible to staff and volunteers, who all know how to complete them; and
- are reviewed monthly to identify any potential or actual hazards.

We have separate recording methods for:

- accidents and incidents-are recorded on iconnect / Parentzone. Parents will be notified by the App that an accident has been entered. You will be shown this at the end of your child's session and will be asked to sign the electronic record.
- home injuries-are completed by parents on arrival in nursery, or as soon as an existing injury is identified
- staff accidents- are recorded in a staff accident record

Reporting accidents and incidents

- Parents / carers are informed of a child's accident or incident by the end of the day and asked to sign to acknowledge the sharing of details regarding the accident or incident which is published on Parentzone.
- In the event of an accident resulting in an injury above the shoulders, or requiring any type of first aid, parents are called immediately.
- In the event that a child suffers an injury and we are not able to contact parents or their nominated authorised contact, NHS 111 will be called to seek medical advice on actions to take. This may include calling an ambulance to take a child to hospital. We will continue to make every effort to contact parents.
- Ofsted is notified as soon as possible, but at least within 15 days, of any instances which involve:
 - food poisoning affecting two or more children looked after in our nursery;
 - a serious accident or injury to, or serious 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 any advice given by those agencies.

- Any food poisoning affecting two or more children or adults in our nursery 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 Health and Safety Executive:
 - 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.
 - 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. Any dangerous occurrence is recorded on our incident form (see below).

Major Incident Form

- 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 electricity emergency services, and a carpenter and plumber. As we rent premises, we have access to the person responsible Bill Fluen, and that there is a shared procedure for dealing with emergencies
- We keep an incident form for recording major incidents, including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - a break in, burglary, or theft of personal or the nursery's property;
 - an intruder gaining unauthorised access to the premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on a member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the nursery's premises;
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
 - the death of a child or adult, and
 - a terrorist attack, or threat of one.
- On the incident form 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 unlikely 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 Fire Safety and Emergency Evacuation

Policy will be followed and staff will take charge of their key children, which could also include buddy key children). The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, the emergency services are called, and the advice of these services are followed.
- The incident form is not for recording issues of concern involving a child. This is recorded in the cause for concern file.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

Further guidance

- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

This policy was adopted at a meeting of

Littleworld Day Nursery

Held on

2nd August 2021

Date to be reviewed

August 2022

Signed on behalf of the provider

Jennie Campbell

Name of signatory

Jennie Campbell

Role of signatory

Nursery Manager