

1. Accidents and Incidents

Statement of intent

This policy outlines the procedures that will be followed at Polesden Lacey Playschool when any child, employee, parent/guardian, visitor or contractor experiences an accident, incident or injury either on the Playschool premises, during the course of work or off-site visits such as outings.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health and Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

Aim

We aim to respond to all accidents, incidents and injuries to ensure that all parties are supported and cared for; and that the circumstances of the accident, incident or injury are accurately recorded, communicated to the parent/guardian or relevant bodies as required. These are then reviewed termly to minimise any future risks.

The difference between accidents, incidents and pre-existing injuries:

- An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally; typically resulting in an injury, for example a child tripping over and hurting their knee.
- An incident is an event or occurrence that is related to another person; typically resulting in an injury, for example a child being pushed over by another child resulting in a grazed elbow.
- A pre-existing injury is an injury that occurred when the child was in the care of a parent/guardian or other care professional and arrives at the setting with an injury.

Due to the serious nature and potential repercussions of a head injury, Polesden Lacey Playschool has a specific Head Injury Form.

Paediatric First Aid Qualification

We aim to have all our staff to hold an approved Paediatric First Aid certificate; which is renewed every 3 years. We will take into account the number of children, staff and layout of the Playschool to ensure that a Paediatric First Aider is able to respond to emergencies quickly.

All new entrants to the early years workforce who have completed a Level 2 and /or Level 3 qualification on or after 30 June 2016, will have a full paediatric first aid certificate within 3 months of starting employment in order to be included in the required staff: child ratios.

Those employees holding Paediatric First Aid Certificates are named on the cloakroom staff photo board.

Practice

We keep written records of all accidents, incidents or injuries to children, employees, parents/guardians, visitors or contractors together with any first aid treatment given. Any event, however minor, is recorded in the accident/incident/injury book. The procedure is the same for all types of events as follows:

- An accident/incident/injury record is completed by the member of staff who witnessed the event.
- 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/incident or injury must gain an account and record what happened from the child, and any other children (if they are able to

verbalise this or communicate in another way). The member of staff must state in the book if the accident/incident /injury was not witnessed by an adult.

- In terms of an adult accident/incident/injury, this is recorded by the adult who has had the accident or if not possible, by a First Aider.
- The accident/incident forms (paper and on Tapestry) are reviewed annually to identify patterns, repetitive accidents, frequency of incident perpetrators, actual hazards, dangerous equipment or potential risks. If required, a formal investigation will be instigated. These issues will be raised immediately with the management team to determine actions and next steps.

The following information is recorded on the accident/incident/injury form:

- Full name of child
- Child's date of birth
- Date of accident/incident/injury
- Time of accident/incident/injury
- Description of accident/incident/injury
- Location of accident/incident/injury
- Description of first aid and care given
- Name of member of staff who dealt with the accident
- Name of person completing the accident/incident/injury form
- Actions taken as a result of the accident/incident/injury
- Location of the injury; described
- Parent/guardian signature and electronically dated

Communicating accidents /incidents with parent/guardian

Pre-existing injuries

If a child arrives at the setting with a pre-existing injury the accompanying adult is required to formally record relevant information about the injury. If we have not been informed of a prior accident/incident by a parent/guardian and an injury is noticed, the parent/guardian will be notified. The parent /guardian will be asked to complete a Pre-Existing Injury Form.

Serious accidents/incidents/injuries

If the accident/incident/injury is serious, and/or requires immediate medical attention, the setting will contact the parent/guardian on their primary emergency number as soon as practically appropriate and only after the emergency services have been called.

If the parent/guardian were uncontactable the setting will seek to reach the next emergency contact held on the child's registration form. If the parent/guardian is unable to attend the setting, a member of staff will accompany the child in the ambulance to hospital. If emergency treatment is required a member of staff at the setting will continue to seek authorisation from the parent/guardian but will follow the advice of the NHS medical professionals.

Minor accidents/incidents

In all cases where an accident/incident/injury has occurred whilst the child is in the care of the setting an accident/ incident/injury record will be completed. This record will be shared with the parent/guardian or nominated person who collects the child to ensure that appropriate care can be continued. The adult collecting the child will sign the accident/incident/injury record to confirm that they understand the first aid and care given.

Should a member of staff have an injury whilst in the workplace, this policy will be followed.

Head injuries

If a child sustains a head injury at Playschool the parent/guardian will be given a fact sheet about head injuries to refer to when at home.

Death of a child or adult on the premises

In the event of a death at Playschool, the Manager, or in her absence the Deputy will ensure the following steps are taken:

- The emergency services are immediately informed;
- The parent/guardian is informed;
- The other children at Playschool are appropriately looked after and kept calm;
- The parent/guardian will be called to collect children as soon as possible;
- Additional staff will be called in to help look after the children if necessary;
- The Manager will contact Surrey's Children Single Point of Access (C-SPA) as soon possible and complete Form A-Notification of Child Death and Form B-Agency Report; and
- Within 24 hours of a child death the Surrey Safeguarding Children Board-Child Death Overview Panel must be notified.

Reporting of accidents to external agencies

Polesden Lacey Playschool has a legal duty under RIDDOR 2013 to report certain serious accidents and incidents to the HSE. The following must be reported by phone to the HSE incident contact centre:

- Accidents resulting in death or major injury must be reported immediately.
- Any incidents that results in an adult being incapable to work for over 7 consecutive days must be reported in 15 days.

Records and copies of RIDDOR reports will be provided by the HSE and will be kept with the relevant accident/incident record.

Ofsted requirements

Polesden Lacey Playschool has a legal duty to notify Ofsted as soon as possible, but at least within 14 days of any instances which involve:

- food poisoning which affecting 2 or more children looked after on the premises;
- a serious accident, 'injury to' or serious illness of a child in our care.
*These circumstances require the Designated Safeguarding Lead (DSL)/ Deputy Designated Safeguarding Lead (DDSL) or the Manager to notify the LADO within one working day. Parent/guardians will be advised prior to this communication unless this places the child at further risk of harm; and
- the death of a child in our care.

Review and investigation

All serious or repetitive accidents/incidents and injuries will be investigated by the management team to ascertain the exact circumstances and the root causes. Lessons learnt and recommendations arising from the investigation will be included in future safety procedures, risk assessments and standard operating procedures as appropriate.

Policy Review

As part of Polesden Lacey Playschool monitoring of accidents and incidents this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25