

## PRE-SCHOOL AT ST SAVIOURS

### Accident and Incident Procedure

All staff have a current paediatric first aid certificate. All staff accompanying a child on an outing has a current paediatric first aid certificate. Our First aid training is:

- approved by Surrey County Council
- consistent with guidance set out in the Practice Guidance for the Early Years Foundation Stage
- a minimum of 12 hours
- renewed every three years.

#### **Accident records**

Accident records 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 appropriate)
- the action taken at the time, any action taken later and who did what
- the circumstances of the accident, names of any adults and initials of any children involved and any 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.
- as well as recording all injuries we also include incidents where no wound is visible, as symptoms may become apparent only after the event e.g. concussion.
- we review accident records regularly to identify any trends or recurring causes of injuries. We do this termly.

### **Emergency medical advice or treatment**

We obtain parental permission for emergency medical treatment as part of our admissions process:

- staff are aware of parent's wishes, for example cultural and religious beliefs
- procedures are in place in case of emergencies
- parents are told about emergency arrangements.

### **Incident records**

All incidents are recorded in detail. As a team we decide what incidents are. These include

- bullying and fighting for older children, and any intervention that was used
- an extreme reaction to a common situation e.g. hysterical response to thunder

We make a note of the incident and included:

- the child's name
- the time and location of the incident
- what triggered the incident
- the nature of the incident
- other people involved
- witnesses
- how the situation was handled
- what form of restraint was used and any consequences.

We keep a signed record of all accidents and incidents that happen to children. For confidentiality, there is only one page per child, per accident or incident.

### **Our responsibility as an employer**

As an employer, a person who is self-employed, or someone who is in control of work premises, we have legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). We report:

- deaths

- major injuries that happen to anyone on our premises or while we are caring for children off our premises

- injuries that last more than three days - where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three consecutive days

- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital

- some work-related diseases, go to [www.hse.gov.uk/riddor/guidance.htm#disease](http://www.hse.gov.uk/riddor/guidance.htm#disease) to see a full list of reportable diseases

- dangerous occurrences - where something happens that does not result in an injury but could have done.

We report any incidents as soon as possible, by calling the Health and Safety Executive (HSE) Incident Contact Centre on 0300 003 1747 (Monday to Friday 8.30am and 5pm), or by filling in an online form by going to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) For injuries that last more than three days tell the HSE within ten days of the incident happening.

We tell Ofsted and Surrey County Council's LADO about any incidents involving staff as soon as is reasonably possible and always within 14 days of the incident happening.

The information we report enables the HSE and local authority to identify where and how risks arise, and to investigate serious accidents.

### **Useful resources and websites**

- The law that sets out our responsibilities is the Childcare Act 2006 and linked regulations. The specific regulation setting out serious accidents and injuries is The Childcare (General Childcare Register) Regulations 2009

- A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Available to download or buy from [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

- Surrey Safeguarding Children Board (SSCB) Manual of child protection guidelines. [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)

□ Ofsted [www.ofsted.gov.uk](http://www.ofsted.gov.uk) 0300 123 1231 Piccadilly Gate, Store Street,  
Manchester, M1 2WD

□ RIDDOR [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) 0345 300 9923 Incident Contact Centre,  
Caerphilly Business Park, Caerphilly CF83 3GG

Signed on behalf of the Partnership

October 2019

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Jeanette Samuel -

Partner