

Accidents and Incidents Policy

Into The Woods (ITW) 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.

Procedure for accidents

- For all accidents, staff fill out an accident forms.
- Any accident involving a child or adult is recorded in this way.
- For minor accidents (eg small cuts, grazes) parents will not be notified.
- When necessary, first aid will be administered by the staff who are first aid trained.
- At the end of the session the parent or carer collecting the child will be informed and asked to sign the accident form.
- For more serious accidents the parents will be informed straight away.
- If necessary staff will call the emergency services, before calling parents.
- Accident forms are kept on file for 20 years.
- Accident forms are reviewed on a regular basis to check for patterns or repeated accidents and identify potential risks and hazards.

Procedure for incidents

- An *incident* is considered to be any dangerous or potentially harmful occurrence that happens at ITW.
- At the earliest safe opportunity, the staff member discovering an incident records it on an incident form – the date and time of the incident, nature of the event, who was affected and what action was taken.
- When appropriate, on discovery of a major incident, staff will report it to the appropriate emergency services before taking any other action and then follow the advice given by the emergency services.
- For major incidents or if a crime may have been committed, staff will take full witness statements and keep them with the incident form.
- Any logged incident is brought, by the reporting staff member, to the attention of the nursery manager.
- The nursery manager will decide what follow up action, if any, is required – see below.
- Any follow up is recorded on or with the incident form.

The above does not apply to child protection or safeguarding concerns relating only to an individual child. These are covered in the *Safeguarding and Child Protection Policy*.

Reporting serious accidents and incidents

- If an incident raises serious safeguarding concerns, all nursery parents will be notified by email as well as the local authority designated officer (LADO) for safeguarding.
- Ofsted is notified as soon as possible, but within 14 days at most, of any instances which involve:
 - food poisoning affecting two or more children during a day at ITW;

- 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.
- Haringey First Response (children's social care) 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 them.
- Any food poisoning affecting two or more children or adults at ITW is reported to the Haringey's Environmental Health Department.
- We meet our legal requirements in respect of the safety of all staff employees and the public by complying with RIDDOR.
- We report to the Health and Safety Executive (HSE):
 - 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 of a member of staff. 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 a member of staff which results in them being unable to work for seven consecutive days. All work-related injuries that lead to a member of staff being incapacitated for three or more days are recorded in our accident book.
 - When a member of staff 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 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 in the Pre-school Learning Alliance's Accident Record publication. Any dangerous occurrence is recorded in our incident book (see below).

See also the *Safeguarding and Child Protection Policy* and *Emergency Procedures Policy*.

Policy review

Last reviewed: 29 October 2018

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Next review date: November 2020