

# **KLOISTERS KINDERGARTEN**

## **Safeguarding and Welfare Requirement: Health**

### **RECORDING AND REPORTING OF ACCIDENTS AND INCIDENTS**

**(including the procedure for reporting of accidents and incidents to the HSE under RIDDOR requirements)**

In order to minimise the risk of accidents, Kloisters Kindergarten has endeavoured to identify possible hazards and put in place methods to counteract these.

We follow the guidelines of the Reporting 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 book:

- . is kept safely and accessibly
- . is accessible to all staff and volunteers, who know how to complete it; and
- . is reviewed at least half termly but normally bi-monthly to identify any potential or actual hazards.

If a child or adult should have an accident then appropriate first aid should be administered if necessary.

Every accident must be written into the respective class accident book, however minor and the parent/carer must be informed before the child leaves the premises and a signature sought from the parent as confirmation.

If a head or serious injury occurs, then the parent/carer should be contacted immediately to advise. Practitioners will assess the severity of injuries and seek a second opinion from the management team if they are unsure if they should contact a parent instantly. All accidents whether deemed serious or not will be written in the accident book regardless.

If unable to contact an appropriate parent/carer or emergency contact then a decision would be made as to whether the child needs hospital attention (Accident book annotated accordingly), whilst still continuing to call the parent/carer.

If a child/adult needs to be taken to hospital and the parent/carer is unable to be contacted, we will transport to the nearest Accident and Emergency Department. Two members of staff will be in attendance (1 to drive and 1 to care for the child whilst transporting). If an ambulance is called 1 member of staff will be in attendance.

**PLEASE SEE UPDATED GUIDELINES IN 'INCIDENT RECORDS BOOK' (stored in the office), RE REVISED EYFS STATUTORY FRAMEWORK**– Point 3.51, serious accident or injury, RIDDOR, HSE, Medway Council and Ofsted, MSCB for full legal reporting guidelines.

### **Pre-Existing Injuries**

Children who arrive at the setting with a visible injury, parents are asked to complete a Pre-Existing Injury form (all classrooms have their own Pre-existing Injury books). This procedure is not only to protect the setting but also for Child Protection.

### **Reporting accidents and incidents**

Ofsted must be informed of a serious accident, injury or death in relation to childcare provided, as soon as reasonably possible, and in all cases, within 14 days of the incident (Tel: 0300 123 1231) and of any incidents which involve:-

- Food poisoning affecting two or more children looked after on our premises (also reported to local Environmental Health Department).
- 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

You must also notify Medway Council by email :-

[eyheadcount@medway.gov.uk](mailto:eyheadcount@medway.gov.uk) stating “Serious accident or injury” as message title (within 24 hours of the incident/accident occurring). We would then act on any advice given by Medway Council and Medway Safeguarding Board (MSCB) where required.

We also meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

We will report to Medway Council and to the Health and Safety Executive where required:

- 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 injury to a member of staff, which results in them being unable to work for seven consecutive days
- Any work-related accident leading to a specified injury to me or one of my employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
- When a member of staff suffers a reportable work-related disease or illness
- Any death, of a child or adult, that occurs in connection with activities relating to our work; and 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

Health and Safety Executive (Incident Contact Centre) Tel: 0845 300 9923 within 15 days of the accident. Any accident will need to be recorded in the accident book.

### **Our Incident Book**

We have ready access in the office to telephone numbers for emergency services, including the local Police. We have the emergency electricity suppliers number (no gas on the premises), plumber etc. We rent the premises and the owner/manager liaise with Stuart Radlett (Business Manager/Primarys Finance & Site Lead) as part of the collaboration agreement with the Skills for Life Trust. We ensure that staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.

On discovery of an incident, we report to the appropriate emergency services – fire, police, ambulance – if those services are needed.

We keep an incident book held in the office for recording major incidents, including those that are reportable to the Medway Council and/or Health and Safety Executive as above.

These incidents include:

- a break in, burglary, or theft of personal or the setting's property;
- an intruder gaining unauthorised access to the premises;
- a fire, flood, gas leak or electrical failure;
- an attack on an adult or child on our premises or nearby;
- any racist incidents involving staff or family on the setting's premises (separate book held in all rooms with the comments/discussions arising);
- 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;
- a terrorist attack, or threat of one

If an incident occurs before any children arrive, the Manager in charge will risk assess this situation and decide if the premises are safe to receive children. The Manager in charge may decide to offer a limited service or to close the setting. The Manager will also liaise with Stuart Radlett (Skills for Life Trust Manager) to see if we can be accommodated where appropriate at Warren Wood Primary School or be transferred by mini-buses to any school within the Trust.

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 to make a witness statement including the date and time of the incident, where they saw or heard, what they did about it and their full name and signature.

The incident book is not for recording issues of concern about a child.

In the incident book, 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 reference number. Any follow up or insurance claim made, is also recorded.

In the 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 standard Fire Safety and Emergency Evacuation Policy will be followed. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on our premises, through cot death in the case of a baby for example, the emergency services are called and the advice of these services are followed.

***Policy links – Health & Safety Policy & Safeguarding Policies, Risk Assessment Policy, Staffing Policy, First Aid Policy, Confidentiality Policy, Behaviour Policy, Administration of Medication Policy/Medication Book & Accident records, Managing children with allergies, or who are sick or infectious Policy, Equal Opportunities Policy, Physical restrictive intervention policy***

***www.hse.gov.uk/riddor***

***Stuart Radlett contact numbers :- Mobile :- 07525 592305 or 07730 328629***

**Insurance Policy underwritten by Ecclesiastical**

**Insurance Policy Tel No: 0845 777 3322**

**Insurance Policy No: KP01000078/790**

This policy was amended by	Kloisters Kindergarten	<i>(name of provider)</i>
Reviewed on	11.12.18	<i>(date)</i>
Date to be reviewed	09/2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Mrs N Bromley	
Role of signatory (e.g. chair, director or owner)	Manager	