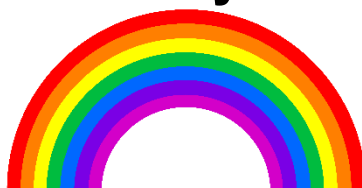


The Village Nursery Bellingdon Ltd



"Building a firm foundation"

Accident and Incident Policy

Statement of Intent

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

Child protection matters or behavioural incidents between children are not regarded as incidents for this purpose and there are separate procedures for these below.

At least one person who has a paediatric first aid certificate will be on premises at all time or present in a vehicle transporting children between sites. The Village Nursery will endeavour to have all staff first aid trained at all times. Training is a minimum of 12 hours and will be reviewed every three years. Further training may be undertaken at any time in accordance with any changes to Paediatric First Aid or changes to the EYFS.

The Health and Safety Executive (HSE) is aware that people holding Offshore Medic (OM), Offshore First Aid (OFA), First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificates nearing expiry date, might experience disruption to access to requalification training as a result of events or circumstances generated by the coronavirus pandemic. HSE's current guidance on the Health and Safety (First-Aid) Regulations 1981 :<https://www.hse.gov.uk/pubns/priced/l174.pdf> and the Offshore Installations and Pipeline Works (First-Aid) Regulations 1989 <https://www.hse.gov.uk/pubns/priced/l123.pdf> is that those holding an OM, OFA, FAW or EFAW qualification should undertake retraining before their original certificate expires and HSE strongly recommends that employers, and individuals holding those qualifications should plan for requalification training well in advance of expiry dates. If however requalification training is prevented for reasons associated directly with coronavirus or by complying with related government advice, it is reasonable and practical to extend the validity of current certificates by up to 3 months. Anyone taking advantage of this extension should be able to describe clearly their reasons for delaying requalification training, and demonstrate steps they have taken to undertake the training, if required. This guidance comes into effect for certificates expiring on or after 16th March 2020. HSE will review this matter over the coming months and will issue further statements as necessary.

Accident and Incident procedures

What is the difference between an accident and an incident? An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee. An incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

1) Dealing with Accidents or Incidents to Children

We keep written records of all accidents, incidents or injuries to a child together with any first aid treatment given. Any event, however minor, is recorded by completion of an "Accident/ Incident Report" on the Family App and the procedure is the same for both types of events as follows. An Accident/ Incident Report is completed by the member of staff who witnessed the event..

The following information is recorded on the Accident/ Incident Report:

- Whether it is an accident or incident being reported
- Full name of child and date of birth
- Date of accident or incident
- Time of accident or incident
- Name and signature of person who dealt with the accident or incident
- Full description of accident or incident, including any precipitating factors.
- Description of care given
- Name of person who gave care (must be a Paediatric First Aid qualified staff member)
- Description of injury (if applicable)
- Position of the injury illustrated on the body map
- Witnesses (only if witnessed)

The accident or incident record is sent immediately to parents and must be acknowledged by them and notification of the accident will also be sent to Karen Suckling . It is the member of staff's responsibility to ensure that the parent or carer is informed about the accident or incident at collection time. If the staff member has left for the day, they must provide another member of staff with all the relevant information to pass onto parents. (The name of any other child involved in an accident or incident must remain confidential).

In the event of an Accident/ Incident Report not being acknowledged by a parent or carer on the same day, the member of staff in charge of the session (**This is Karen Suckling or Olivia Beton**) must be notified by the practitioner who dealt with the report. The staff member in charge of the session then has the overall responsibility to immediately inform the parent or carer by telephone of the accident or incident, making a note of the time and date of the call on the Accident/ Incident Report. The staff member in charge of the session must then ensure that the Accident/ Incident Report is acknowledged by the parent or carer at the next possible opportunity.

All head injuries must be reported to Karen Suckling or Olivia Beton (or Bethan Fury in the case that the former are absent). Parents must be phoned immediately.

It is the responsibility of the member of staff in charge of the session (**This is Karen Suckling or Olivia Beton**) to check that all Accident/ Incident Reports have been accurately completed, and acknowledged appropriately on the day.

Once completed and checked, Accident/ Incident Reports are filed on the child's Personal Record on the Family App. This process aids us to:

- Review how many accidents or incidents happen in a term.
- What types of accidents or incidents occur.
- Identify any potential or actual hazards.
- Identify any patterns in children having a higher rate of accidents or incidents.
- Identify staff who require additional training

We regularly review the Accident/ Incident File to ensure that any issues are addressed.

2) Dealing with Accidents to Children that are not Witnessed

The above procedure applies but with the following change:

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 must gain an account of what happened from the child, and any other children, if they are able to verbalise this or communicate in any other way. The member of staff must record the child's account of events on the Accident/ Incident Report and clearly state that the accident was not witnessed. We will investigate all circumstances where accidents occur without witnesses.

3) Dealing with Prior Accidents or Incidents to Children

A "Prior Accident or Incident" is an accident or incident that happened outside the setting that has caused an injury or the seeking of medical advice. A Prior Accident/ Incident Report is completed by the parent or carer each time they notify a member of staff about an accident or incident which has not happened in pre-school. The report is signed by the parent or carer and countersigned by a qualified practitioner.

The following information is recorded on the Prior Accident/ Incident Report:

- Whether it is an accident or incident being reported
- Full name of child and Child's date of birth
- Date of accident or incident
- Time of accident or incident
- Full description of accident or incident
- Description of care given
- Whether medical care had been sought and if so what?
- Description of injury (if applicable)
- Position of the injury illustrated on the body map
- Acknowledgement of parent or carer ☐ Counter signature (must be a qualified practitioner)
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4) Dealing with injuries to children that have not been notified to the setting by the parent or carer and that have not happened in the setting

The above procedure applies but with the following change:

If we have not been informed of a prior accident or incident by a parent or carer and an injury is noticed during a session, the parent or carer will be notified by a member of staff via the Family App.

5) Dealing with Accidents to Staff, Volunteers or Other Adults

We keep written records of all accidents or injuries to staff, volunteers or other adults together with any first aid treatment given. The accident is recorded in the "Accident Book" by the adult who has had the accident or if this is not possible, by the First Aider on site. The Manager must also be informed.

The following information is recorded on the Accident/ Incident Report:

- Whether it is an accident or incident being reported
- Full name of person and date of birth
- Date and time of accident or incident
- Name and signature of person who dealt with the accident or incident
- Full description of accident or incident, including any precipitating factors.
- Description of care given (if required)
- Name of person who gave care (if required)
- Description of injury (if applicable)
- Position of the injury illustrated on the body map

- Witness signature (only if witnessed)
- Counter signature (must be a senior member of staff)

6) Reporting of Accidents or Illness

We report the following:

- Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve: - food poisoning affecting two or more children looked after on our premises; - 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, illness or injury to, or the death of any child while in our care and we act on any advice given by those agencies.
- The local Environmental Health Department is informed of any food poisoning affecting two or more children or adults on our premises.
- We meet our legal requirements in respect of the safety of our employee 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 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 as specified by the HSE. - Any death, of a child or adult, that occurs in connection with a work-related accident.

INCIDENTS to ADULTS and DANGEROUS OCCURRENCES PROCEDURES

Dealing with Incidents to Adults and Dangerous Occurrences

We meet our legal requirements for the health and safety of all adults and children by following the RIDDOR guidelines and reporting any incidents and dangerous occurrences to the HSE (and any other appropriate professional bodies).

An incident may be an event that causes injury or fatalities or an event that does not cause injury but could have done so, such as a gas leak. Any dangerous occurrence is recorded in our "Incident Book" (please see below).

We have ready access to telephone numbers for emergency services should an incident occur. For areas of the premises, we are responsible for, we have contact numbers for suitable services such as gas and electric emergency services. As we rent our land from HG Matthews, we also ensure that we have access to the person responsible there and share information with them about any dangerous occurrences. On discovery of an incident, we report it to the appropriate emergency services – fire, police, and ambulance – if those services are needed. If an incident occurs before any children arrive, we risk assess this situation and decide if the premises are safe to receive children. We may decide to offer a limited service or to close the setting. Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises we follow the procedures in our Emergency Evacuation Procedure. If a crime may have been committed, we ask all adults who witness the incident to make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.

Incident Book

We keep an "Incident Book" for recording all the incidents and dangerous occurrences detailed below, including those that are reportable to the HSE as above. In the Incident Book, the manager ensures that we record the date and time of the incident, the nature of the event, who was affected and how it was dealt with. If the incident is reported to the police, we make a note of the crime reference number. Any follow up or insurance claim made is also recorded. In the event of any incident, we will also inform all other professional bodies, such as Ofsted, the HSE and the Local Authority, as necessary.

The Incident Book is not for recording issues of concern involving a child. This is recorded in the child's Personal File.

Incidents

1) Break in, burglary, theft of personal or setting property

In the event of finding there has been a break in, burglary or theft at pre-school, **Karen Suckling** should be informed immediately either in person (or by phone if she is not working). If **Karen Suckling** cannot be contacted, **Olivia Beton** should be informed.

Anything that may be deemed to be evidence or unsafe should not be touched. **Karen Suckling** will inform the police. They will make decisions on the advice of the police about the opening or closure of the setting and will follow any procedures set out by the police.

2) Intruder gaining unauthorised access to the premises or grounds

If someone is acting suspiciously on the nursery grounds or premises, this must be immediately reported to **Karen Suckling**, or in her absence **Olivia Beton**.

All children should be brought inside the building straightaway and with all doors being shut. If the person appears to be a threat to the staff or children, all doors should be locked with keys, windows shut, and the blinds pulled down. Children must be kept calm and where possible, must not be made aware of the situation. Staff must act calmly and discreetly.

The safety of the children, staff and other adults is paramount. Observations must be reported to the manager before an intruder is confronted. If those in our care are under threat, the manager will contact the police and take advice from them before any children or staff are released from the building.

After the incident, **Karen Suckling** will take advice from the police before releasing any information to the parents.

3) Fire, gas leak or electrical failure

In the event of discovering a fire, the fire evacuation procedure should be followed.

If a gas leak is suspected, this must be immediately reported to **Karen Suckling**, or in her absence **Olivia Beton** who will call the national emergency number 0345 744 4999. All children, staff and other adults should immediately leave the building and remain in the outdoor area until the building is declared safe by the gas distributor. All doors and windows should be opened. Electrical switches should not be turned on or off – including light switches and door bells. Make sure that the gas supply to an appliance has not been left on or that the pilot light on the boiler has not gone out. Turn off the gas supply at the meter if you know how to.

If an electrical failure occurs, this must be immediately reported to **Karen Suckling**, or in her absence **Olivia Beton**. They will contact the electricity distributor to inform them of the failure and find out when the supply can be restored. **Karen Suckling** will decide whether the setting can remain open without an electricity supply.

4) Attack on an adult or child on our premises or nearby

This must be immediately reported to **Karen Suckling**, or in her absence **Olivia Beton**. They will call the police, ensure any first aid is provided and contact the emergency medical services. The safety of the children, staff and other adults must be secured. Children should be appropriately looked after, moved to a safe part of the building and kept calm. If necessary, parents should be called in to take their children home early.

Adults should remember that it is best not to antagonise the situation or retaliate in any way. It is important to try and diffuse the situation and retreat to safety.

5) Any racist incident involving staff or family on the premises.

A racist incident is any incident which is perceived to be racist by the victim or any other person. If such an incident occurs, this must be immediately reported **Karen Suckling**, or in her absence **Olivia Beton**. They will call the police and follow their advice as appropriate.

6) Death of a child or adult on the premises

In the event of a death at the nursery, **Karen Suckling**, or in her absence **Olivia Beton**, will ensure that the following steps are taken:

- The police are immediately informed.
- The parent is informed.
- The other children at the pre-school are appropriately looked after and kept calm.
- Parents will be called to collect children as soon as possible.
- Additional staff will be called in to help look after the children if necessary

7) A terrorist attack or the threat of one

If information is received about the threat of a terrorist attack in the vicinity of the nursery, this must be immediately reported to **Karen Suckling**, or in her absence **Olivia Beton**. They will then call the police and advise the procedures to follow based on advice given to them from the police. The safety of the children, staff and other adults is paramount. If the nursery and those in our care are under threat, the manager will contact the police and take advice from them before any children or staff are released from the building. Children must be kept calm and where possible, must not be made aware of the situation. Staff must act calmly and discreetly. After the incident, the **Karen Suckling** will take advice from the police before releasing any information to the parents.

8) A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises

These occurrences are to be recorded in the Incident Book. Please also refer to our "Managing Children who are Sick or Infectious Policy".

This policy was adopted by the Village Nursery on 1st May 2025 and will be reviewed every 12 months.

Signed on behalf of the nursery

This policy was reviewed on: