

**Accident and Incident Policy and Procedures (including First Aid)**

Newdigate pre-school follows 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.

Our accident and incident folder is kept in a locked cupboard and is accessible to staff only. All staff are confident in completing the relevant forms. It is reviewed at least every half term to identify any potential or actual hazards.

Every care is taken to prevent accidents/injuries occurring to children and adults within the setting and on outings. All staff, visitors and volunteers are made aware of our health and safety policies and procedures and risk assessments are made visually on a daily basis, in writing and updated as necessary and in writing for new outings.

**First aid**

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current paediatric first aid certificate is on the premises, or on an outing, at all times. The first aid qualification includes first aid training for infants and young children. We have due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Our setting first aid kit is accessible at all times and contains the following items as a minimum:

Gauze swabs, Sterile dressings, assorted pack of individually-wrapped plasters, sterile eye pads, container of safety pins and a guidance card as recommended by HSE.

In addition, the following equipment is kept:

Disposable gloves & aprons, a children’s thermometer and a cold compress is kept in the fridge.

Our outing first aid kit contains a minimum of:

Gauze swabs, sterile dressings, assorted pack of individually wrapped plasters, sterile eye pads, container of safety pins, a guidance card as recommended by HSE, disposable gloves and a foil blanket.

Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.

A list of staff and volunteers who have current PFA certificates is available in the setting.

The first aid box is easily accessible to adults and is kept out of the reach of children.

The Manager is responsible for checking and replenishing the first aid box/outing box contents.

Medication is only administered in line with our Administering Medicines policy.

In the event of an accident/injury to a child or adult, the following steps will be taken:

1. In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
2. In the event of minor injuries or accidents, we inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child’s parents for clarification of what they would like to do i.e. whether they wish to collect the child and/or take them to their own GP.
3. An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
4. Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
5. The accompanying staff member also takes a copy of the child’s record form (completed on registration) together with a copy of the Incident/Accident report form.

All accidents/incidents and injuries are recorded on our detailed report forms. Where applicable we will also notify the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

**Reporting accidents and incidents**

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
* the death of a child in our care

Local child protection agencies 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 those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR.

We report to the Local Authority (LA), Surrey County Council, 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 Health & Safety folder.

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.

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.

**Incidents**

Incidents that pre-school must follow procedures in the event of include:

* a break in, burglary, or theft of personal or our setting's property
* an intruder gaining unauthorised access to our premises
* a fire, flood, gas leak or electrical failure
* an attack on an adult or child on our premises or nearby
* any racist incident involving families or our staff on the setting's premises
* a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises
* the death of a child or adult
* a terrorist attack, or threat of one

The following actions are taken in order to be prepared if any incident occurs:

1. We have ready access to telephone numbers for emergency services, including the local police, a mains telephone and a pre-school mobile phone.
2. We ensure that all staff, visitors and volunteers are aware of our procedures for dealing with emergencies.
3. We ensure that our 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 the procedure we follow is:

1. We report it to the appropriate emergency services, fire, police, and ambulance, if needed.
2. If an incident occurs before any children arrive, our manager/deputy manager risk assess the situation and decide if the premises are safe to receive the children.
3. Our managers may decide to offer a limited service or to close the setting.
4. 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.
5. 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, what they saw or heard, what they did about it and their full name and signature.
6. 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 and our staff will take charge of the children.
7. In the unlikely event of a child dying on our premises, the emergency services are called and the advice of these services are followed.
8. The incident is recorded when the threat is averted.

We keep a folder for recording major incidents, including those that are reportable to the Local Authority.

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 number. Any follow up, or insurance claim made, is also recorded.

The incident folder is not for recording issues of concern involving a child. This is recorded in our Safeguarding folder.