

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 file is securely saved on the Family app and a folder is kept in a locked cupboard and 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 actions 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 Health and Safety Policy and Procedures.

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

- (i) In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- (ii) In the event of minor injuries or accidents, we inform parents when they collect their child or beforehand via the Family app, 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.

- (iii) 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.
- (iv) 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.
- (v) 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 kept in office.

All accidents/incidents and injuries are recorded on our detailed report forms or on the Famly app and stored in an accident/incident file in the locked cupboard. 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 Procedure.

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:

- (i) We have ready access to telephone numbers for emergency services, including the local police, a mains telephone and a pre-school mobile phone.
- (ii) We ensure that all staff, visitors and volunteers are aware of our procedures for dealing with emergencies.
- (iii) 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:

- (i) We report it to the appropriate emergency services, fire, police, and ambulance, if needed.
- (ii) 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.
- (iii) Our managers may decide to offer a limited service or to close the setting.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) In the unlikely event of a child dying on our premises, the emergency services are called and the advice of these services are followed.
- (viii) 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.

******Updated – COVID-19******

All our usual procedures for accidents and incidents still apply unless a child is displaying symptoms of COVID-19.

Where a child is displaying symptoms of COVID-19 and an accident or incident occurs, the following measures should be taken:

- Staff member looking after the child should wear the available PPE to protect themselves.
- The child should be with one member of staff in one room of the setting away from other children and staff.
- Another staff member will call the parents and explain the situation and ask for immediate collection of the child.
- The area the child was in whilst waiting for the parent should be fully sanitised and left unused if possible.
- If a confirmed case of COVID-19 is found then the manager will report this information in accordance with 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) 2013 as COVID-19 is a notifiable disease.
- Staff members and parents/carers understand that they will need to be ready and willing to:
 - book a test if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents if using a home testing kit
 - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- Parents and staff must inform the manager immediately of the results of the test:
 - o if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.
- if someone tests positive, they should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days
- Flowchart childcare and education settings response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.
- Staff must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).
- Staff should contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.
- The local health protection team will work with the setting to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and

ensure they are asked to self-isolate. Staff must carry out any advice given to them by the local health protection team. The health protection team will work with the setting in this situation to guide them through the actions they need to take.

- Based on the advice from the health protection team, those people who have been in close contact with the person who has tested positive will be sent home, and be advised to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - Extended close contact (within 1-2m for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person
- The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of:
 - children and staff in specific groups/rooms (where applicable)
 - close contact that takes places between children and staff in different groups/rooms
- On the advice of the health protection team, a letter will be sent to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.
- If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:
 - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days
 - if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'
- If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will contact the local health protection team who will be able to advise if additional action is required.
- Follow local health protection advice. In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group.