

## **Accidents and Incidents Procedure**

The Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS) statutory framework.

This policy outlines the procedures that are to be adopted Butterflies Day Nursery when any employee, child, visitor or contractor experiences an accident, injury, near miss or dangerous occurrence either on our premises or during the course of work activities, such as on outings.

For the purposes of this policy:

- an accident is defined as an unplanned event that causes injury to persons, damage to property or a combination of both
- a near miss is defined as an unplanned event that does not cause injury or damage, but could do so

Suitable information and training will be given to all personnel regarding accident management, emergency response and incident reporting.

All accidents should be reported, recorded and reviewed. Unless staff and managers are informed of incidents they will be unable to identify what is wrong and take remedial action.

### **Accident/Incident Management**

Incidents and accidents should be managed in an appropriate manner to contain and eliminate any danger and minimise risk. Immediate first aid or emergency medical treatment should be sought where there are injuries to staff, children or visitors. Any child with a serious head injury should be sent to hospital for assessment.

As part of the incident management it should be escalated and reported as appropriate to its severity and recorded.

### **Reporting Procedures**

Staff at BDN have a duty to ensure that all accidents and near misses are reported as soon as is practicable, however minor.

Accident records will be reviewed by the designated lead for health and safety on a weekly basis and minor incidents will be followed up by them. Any incident which constitutes an emergency must be reported to the Early Years Manager or Deputy Manager immediately. Serious incidents must be escalated by the Early Years Manager or Deputy Manager to the Centre Manager.

Injuries which occur while carrying out work duties off-site, such as on outings, must be reported and recorded in the same way.

If an injury renders an employee unable to make an accident report, a colleague, witness or someone who is able to enter an account of the incident should make the entry for them. The victims account of the incident must be entered as soon as possible after the event.

Line managers must ensure that all staff are aware of accident reporting procedures.

Where an accident results in absence from work, line managers and the Early Years Manager must be informed. Employees who are absent as a result of an accident at work must keep BDN informed of their progress, up to and including a return to normal duties.

### **Accident Records**

All accidents should be recorded, especially any resulting in personal injury. These are recorded on an accident sheet.

Vicky Darley, Wendy Treadgold and Emma Cowdroy have the role of co-ordinating the accident reporting system.

All near-misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### **RIDDOR Requirements**

BDN understands that it has legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain serious accidents and incidents to the Health & Safety Executive.

The following must be reported under RIDDOR:

- Accidents resulting in death or major injury must be reported immediately
- Any incident that results in over seven consecutive days of incapacity for work must be reported within 15 days
- Certain dangerous occurrences, including physical acts of violence to staff, and certain reportable diseases and medical conditions must also be made as specified in schedule 1, Part 2 of RIDDOR

RIDDOR reports of serious injuries should be made by phone to the HSE incident contact centre. Other notifiable incidents should be made through the HSE online RIDDOR reporting facility.

Records/copies of RIDDOR reports will be provided by the HSE and should be kept with other accident records.

All incidents that might require RIDDOR notification should be escalated to the Centre Manager immediately. RIDDOR reports should be made in person by a senior manager, by the duty manager or by the designated lead for health and safety.

### **Review and Investigation**

All accidents should be investigated by a responsible person to ascertain the exact circumstances and the root causes. Lessons should be learnt and recommendations

from accident investigations included in future safety procedures, risk assessments and standard operating procedures as appropriate.

Accident records will be reviewed by the Early Years Manager in conjunction with staff safety representatives, to ascertain the nature of incidents that have occurred and whether there are any patterns or identifiable risks. This review will be in addition to an individual investigation of the circumstances surrounding particular incidents.

In regards to children the following information and procedures must be adhered to:

- The Nursery will keep individual child's records, which provide information on the medical conditions of the child, child's doctor and the health visitor whom the nursery can contact in the event of a medical emergency and parents/carers home/work and emergency number. These will be reviewed termly
- Any member of staff can deal with minor accidents as this will just require TLC. Students/volunteers must report any accidents and incidents to their supervisor. The supervisor will then complete the accident form and the student/volunteer will witness it. More serious incidents will be dealt with by the Early Years Manager or Deputy and qualified first aider
- Parents/Carers consent will be obtained at the point of registration should hospital treatment be required. In this event, the Early Years Manager or Deputy will notify the parents/carers and if necessary the emergency services, arrange for transport to the hospital and accompany the child until a parents/carers arrives. If the parents/carers do not arrive or are unable to be contacted, the member of staff should stay with the child until the appropriate treatment has been given and follow the advice of a responsible doctor. Where appropriate they should return with the child to nursery where s/he will be cared for until the arrival of the parent/carer.
- All accidents will be recorded on individual accident sheets and then the details are transferred on a monitoring sheet. Details of the date, time and nature of the accident together with any treatment or staff involved along with their signature, also whether a risk assessment is required. Parents/Carers will be notified of their child's accident on collection and asked to sign the accident sheet acknowledging that they have been informed and that they will monitor their child. Staff accidents will be recorded on the same accident sheets
- If a child receives an injury to their head, they will be closely monitored and their parent/carers will be contacted if necessary. On collection parents/carers will be given a 'Head Injuries' letter, notifying them of the signs and symptoms that may occur after a head injury has been received. The accident will also be recorded on the accident sheet and it will indicate whether a 'Head Injuries' letter has been issued.

Any accident, injuries or deaths to a child will be recorded in the accident book and in the case of a serious injury, an appropriate report made to Ofsted as required by the EYFS. Reports should be made via the Ofsted Contact Centre on 0300 123 1231.

Serious accidents, injuries or deaths occurring in relation to early years services must be notified to Ofsted as soon as is reasonably possible and in all cases within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

This policy is reviewed every 3 years and updated when required