



## Accident/ Incident Policy and Procedure

### Policy statement

Carlton Playgroup Limited follows the EYFS guidelines on the reporting and recording on accidents and incidents.

We record all information in a confidential book where third parties cannot see information about other families. The record book complies with the rules as regards data protection. It is kept in a secure location and is stored for the specified length of time before being destroyed in a correct manner.

All members of staff are aware of where the book is kept and know how to complete it.

We ensure that we meet our legal requirement of the safety of our employees by complying with the requirements of The Reporting of Injury, Disease and Dangerous Occurrences Regulations (RIDDOR).

### Procedures

#### Specific objectives:

- To ensure that all children are kept safe and secure
- To provide a system where all accidents are reported and recorded

#### Procedures for how this will be achieved:

#### **Practices**

If an accident or injuries happen at playgroup, staff will complete the required sections of the accident book detailing the date and time of the accident, who was involved and the nature of any injuries resulting and the action taken. If first aid has had to be administered, this will be fully recorded. Parents/carers will be asked to read the details of the incident and sign the accident book upon collecting the child.

The accident book is to be reviewed every half term by the Chair of the Committee to check that there are no patterns in incidents and accidents emerging.

Serious injuries will be reported in accordance to the OFSTED guidance (See guidance booklet in the policy folder) as will any accidents that need reporting to RIDDOR.

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

#### **Our incident book**

We have ready access to telephone numbers for emergency services, including local police. We have contact numbers for electricity emergency services, carpenter and plumber etc.

We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above.

These incidents include:

- break in, burglary, theft of personal or the setting's property;
- an intruder gaining unauthorised access to the premises;

- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving staff or family on the centre's premises;
- death of a child, and
- A terrorist attack or threat of one.

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

In the unlikely 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 staff will take charge of their key children. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises the emergency services are called, and the advice of these services are followed.

The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

### Existing Injuries

If a child comes to playgroup with an injury of any kind, the parent/carer will be asked to complete and sign an Existing Injuries form upon reporting the injury to the staff.

If members of staff see evidence of injury on a child, which has not occurred in playgroup and has not been reported to any member of staff, parents/carers will be asked for information on the incident and instructed to fill out the appropriate paperwork.

If staff have reason to be concerned about any injuries sustained by a child (whether recurrent or not) then they would record their concerns and then would refer to the Safeguarding Policy for steps on how to handle their concerns.

Members of Staff have ready access to telephone numbers for emergency services including the local police.

If a child has an accident at playgroup, immediate action will be taken by the staff in accordance with the wishes of the parent/carer as expressed as regards treatment and medical intervention.

Depending on the severity of the injuries, it may be considered necessary and appropriate to take the child to hospital and where this is necessary, and in accordance with the parents/carers wishes, this will be done immediately. If this is necessary, the parents/carers will be contacted immediately and the child will be accompanied at all times by a fully qualified member of playgroup staff.

Where any child or adult has to receive medical treatment by a doctor or hospital, OFSTED will be notified. Any injury requiring GP or hospital treatment to a child, parent/carer, volunteer or visitor is also reported to the local office of the Health and Safety Executive.

All playgroup members of staff are fully qualified in First Aid and have current certificates.

Carlton Playgroup has ready access to a properly stocked First Aid box and its contents are checked regularly by a designated member of staff.

Any medication for children that we hold on our premises is held in a secure, locked location in the kitchen, out of reach of the children.

### Legal framework/Links to other policies

Safeguarding Children Policy

Equal Opportunities/Inclusion Policy

Key Person Policy

Drug, alcohol and smoking Policy

Data Protection

This policy was adopted by Carlton Playgroup Ltd *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_

