

Policy - Accidents & Incidents

Title: Accidents & Incidents

Category: Illnesses Accidents and Incidents

Review Date: 30th Aug 2024

Description:

Accidents/incidents

The safety of your child is paramount, and every measure will be taken to ensure they are protected from hurting themselves. A number of our staff are first aid trained and hold a valid pediatrics first aid certificate. These are renewed every 3 years. While children are playing/exploring accidents may happen and the following information details how incidents will be dealt with:

Your child will always be comforted and reassured.

The extent of your child's injuries will be ascertained and if necessary medical assistance will be called for.

Necessary first aid procedures will be carried out on your child. (Usually this will involve cleaning a wound with a sterile wipe or placing a cool pack on a bump). Staff are required to use gloves and an apron when dealing with any bodily fluids.

There may be an occasion that we feel your child should seek further medical attention and in this instance we would call you to collect your child. If there was an emergency that required an ambulance being called, and you were unable to arrive in time to accompany your child to hospital, a member of staff, if safe to do so, will accompany your child in the ambulance and we would arrange to meet you there. (PLEASE NOTE – this may not be possible, and we will follow the procedure of the emergency responder). All Parent's/Carer's will be asked to sign a parental permission for emergency medical advice or treatment when their child starts.

All accidents/incidents will be recorded on the babysdays system and you will be required to sign to say that you have been informed. You will be able to view the accident / incident details by connecting to the system from any location.

If your child is sick they must be kept at home - please refer to our sickness policy.

Existing injuries

Please note that you as a parent/carer can add accidents to the Babysdays system and you should use this feature if your child has an accident outside of Preschool that cause any significant mark or bruise, or if your child has had any head injury. You should do this before bringing your child into Preschool, and if you have not done so you will be asked to do before your child is able to be left. If you have any issues with accessing the babysdays site please contact the Manager (Gracie) and she will be able to help.

Reporting Accidents and Incidents

The Manager at Burpham Preschool must let Ofsted know of any serious accident, injury or death to any person on the preschool premises.

Ofsted must be informed if:

A child dies on the premises, or as a result of something that happened whilst the child was in our care regardless of where they are when they die.

An adult has a serious accident or dies whilst on the premises

A child in our care is taken to hospital (to Accident and Emergency Department for more than 24 hours) either directly from the premises, or later, as a result of something that happened whilst the child was in our care

The Manager must also contact Surrey County Council's local authority child protection officer (LADO) about any serious accident, injury or death to a child by calling 03002001006 and will act on any advice given. The Manager must also contact the child SPA (single point access) safeguarding team about any incidents that result in the death of a child in our care:

Phone number: 0300 470 9100 Email cspa@surreycc.gov.uk

The Manager will also inform our insurance company

It is important that you keep us informed regarding your child's condition following an accident and if you have sought additional medical advice or care.

Our responsibility as an employer

As an employer, Burpham Pre-school have legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). We must report:

- deaths
- major injuries that happen to anyone on the premises or while caring for children off the premises
- injuries that last more than 3 days – where an employee is away from work or unable to perform their normal work duties for more than 3 consecutive days
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- Some work-related diseases (a full list can be obtained from <https://www.gov.uk/government/publications/notifiable-diseases-causative-agents-report-for-2020> to see a full list of reportable diseases)
- Dangerous occurrences – where something happens that does not result in an injury, but could have done.

Any incidents must be reported as soon as possible by calling the Health & Safety Executive (HSE) Incident Contact Centre on 0345 300 9923 (Monday to Friday 8.30am to 5pm) or by filling out form by going to <http://www.hse.gov.uk/riddor> For injuries that last more than three days we must tell the HSE within 10 days of the incident happening.

Ofsted and LADO must be notified within 14 days of any incidents involving staff.