

Procedure in the event of an accident or incident.

Children's Workshop will ensure that at least one person will be present with a current 12 hour Paediatric First Aid Certificate at all times. This training will be renewed every 3 years.

First Aid Kits are available and all staff are made aware of their locations in their induction process. These are checked annually for expiry dates and restocked after use.

In the event of an accident a member of staff will stay with the injured child while the emergency services and parents are contacted. Staff will be present to supervise the remaining children.

If it is necessary for the child to go to hospital, in the absence of a parent, the key person responsible for the child will accompany them in the ambulance. They will ensure that the emergency services have seen the consent and registration forms also containing their further medical information. The member of staff will stay with the child until the parent has arrived to take over the responsibility.

Supply staff will be contacted as soon as possible to cover their leave. If the child/adult ratio is not obtained then the parents of the remaining children will be notified to collect them.

If the situation is not critical enough to require an ambulance we suggest that a parent is contacted immediately to seek medical attention for their child. If the parent is unable to be contacted for any reason then we will use the child's emergency contact numbers.

A list of emergency contact numbers and Doctors numbers for children will be kept with a note of any medical conditions in the registration file.

All accidents and incidents will be recorded and placed in the file on the registration trolley. If the incident happened at home the parents will be required to detail any injuries happened outside setting, stating the child's name, date, time, nature of injury and the first aid given and indicating on a skin map where precisely the injury is located. This will then be signed by a parent and a member of staff. If the accident or incident happens within the setting the same information will be gathered including accounts of witnesses and a Risk Assessment/ Statement of Physical Intervention may be required to record and prevent such accidents or incidents happening again, recording what action has been taken and people involved. Parents/carers will be required to sign the report that day (if a carer is picking up the child the parent will be notified by a member of our staff about the incident during or after the session).

Accident and Incident records will be monitored to ensure we can indentify any areas of repeated concerns. All records will be stored for the appropriate length of time.

Every employee has a legal obligation to report **all** accidents occurring on the premises, whether they involve employees, parents, visitors or children in our care, regardless of how minor the injury.

It is a legal requirement that specific situations/injuries incurred at work are reported to the HSE under the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Injuries reportable under RIDDOR include:

- If a death occurs.
- If a child or parents goes straight to hospital from the nursery.
- An injury resulting in the employee having more than 3 scheduled working days off work.
- If a work related disease occurs.

Follow the links on the HSE's website to make the statutory reporting process quick and easy.

<https://www.hse.gov.uk/riddor/report.htm>

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Report a serious childcare incident

Ofsted-registered childminders, nannies, nurseries and other daycare must use this service to report significant events affecting their childcare within 14 days.

The day of the incident is the first of these 14 days.

What you must tell Ofsted

You must inform them about:

- the death of a child
- where a person's suitability to look after children might be affected, including:
- involvement with social services or the police
- something significant affecting their health
- events that might affect the smooth running of the childcare, such as a fire or flooding at the premises
- serious accidents, injuries or illnesses to a child, including confirmed cases of COVID-19 (coronavirus)
- food poisoning affecting 2 or more children
- a positive COVID case in the preschool

More information is available on what Ofsted sees as a [serious accident, injury or illness](#) that you must report.

Allegations of harm or abuse

You must also tell Ofsted about any allegations of serious harm or abuse anywhere by any person at the premises who is:

- living there
- working there
- looking after children there
- What you do not need to tell Ofsted

You do not need to tell them about:

- minor injuries
- general hospital appointments
- routine treatments by a doctor

Minor injuries include:

- sprains, strains and bruising
- cuts and grazes
- wound infections
- insect and animal bites

More information is available on what Ofsted sees as a [minor injury](#).

You do not need to tell them about closing your childcare in the short term unless for COVID.

How to tell Ofsted

We will fulfil our legal requirements if we submit the online report within 14 days. It will take about 10 to 20 minutes to complete.

<https://www.report-childcare-incident.service.gov.uk/serious-incident/childcare/update-incident/>

To complete this, you'll need to have:

- your reference number
- the childcare address
- details of the incident and those involved

After we give OFSTED information

Ofsted may:

- review our provider information portal
- look for records of previous serious incidents and how we assessed risk
- talk to you about it at your next inspection
- contact you to discuss the incident
- carry out an inspection or visit

We will also tell Surrey County Council's Local Authority Child Protection designated Officer (LADO) by calling 0300 1231650. And we will act on the advice given. Incidents must be reported as soon as possible but always within 14 days.

If this were due to faulty equipment we would notify the HSE and our insurance company.

This policy was adopted on	Signed on behalf of the nursery
<i>10/2024</i>	<i>Sarah Maynard</i>