

Step by Step Day Nursery

The aim of an emergency plan is to **help** staff **respond** effectively to an emergency at a nursery or school. Your emergency plan should be generic enough to cover a range of potential incidents that could occur, including: **serious** injury to a child or member of staff (eg workplace accident)

6.3 Recording and reporting of accidents and incidents

Policy Statement: We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

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

ACCIDENT AND INCIDENT PROCEDURES:

What is the difference between an accident and an incident?

An **accident** is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee or arm.

An **incident** is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

1) Dealing with Accidents or Incidents to Children

We keep written records of all accidents, incidents or injuries to a child together with any first aid treatment given. Any event, however minor, is recorded by completion of an "Accident/ Incident Report" and the procedure is the same for both types of events as follows:

- An Accident/ Incident Report is completed by the member of staff who witnessed the event.

2) Dealing with Accidents to Children that are not Witnessed

The above procedure applies but with the following change:

If the accident, incident or injury has not been witnessed by a member of staff or other adult, then the member of staff dealing with the accident must gain an account of what happened from the child, and any other children, if they are able to verbalise this or communicate in any other way. The member of staff must record the child's account of events on the Accident/ Incident Report and clearly state that the accident was not witnessed.

3) Dealing with Prior Accidents or Incidents to Children

A "Prior Accident or Incident" is an accident or incident that happened outside the setting that has caused an injury or the seeking of medical advice.

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A Prior Accident/ Incident Report is completed by the parent or carer each time they notify a member of staff about an accident or incident which has not happened in Nursery. The report is signed by the parent or carer and countersigned by a qualified practitioner.

Minor Accident, Illness or Incident or Emergency.

- A first aider will make an appropriate decision on any action or non-action required. If the child does not need hospital treatment the child will be treated at Step By Step, Child may be returned to activities but be kept under supervision for the remainder of the session.
- The event will be logged in the Accident & Incident book for the parent/carer to sign with details of any treatment given.
- If the injury/illness is such that first aid treatment seems inappropriate but the condition does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until they arrive, the child will be kept under supervision and as comfortable as possible. The event will be logged in the Accident & Incident book for parent/carer to sign.

All accidents, incidents, illnesses and emergencies will be recorded in detail in the Accident / Incident book for the parents to read and sign.

Major Accident, Illness or Incident Emergency.

- A first aider will make an appropriate decision on any action or non-action required. He/she will assess whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go to hospital, an ambulance will be called and the parent/carer will be contacted. A member of staff will accompany the child to hospital and will consent to medical treatment being given **only if the Childs Emergency Medical Record consent form has been completed and signed by the parent/ Carer.**
- If the child does not need to go to hospital but needs to go home the parent/carer will be contacted to collect their child. Serious accidents will be reported to Ofsted.

All accidents, incidents, illnesses and emergencies will be recorded in detail in the Accident / Incident book for the parents to read and sign.

Staff has the right to refuse to administer any first aid.

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Minor Accidents /Injuries

These are the accidents which more commonly occur in Nursery.

Procedure to follow:

- The Accident /injury is assessed by a First Aider and, if necessary, Manager or Person in Charge.
- A First Aider treats the injury.
- The child is resettled in to their room and observed.
- Always fill in the accident book for minor accidents /injuries (including all bumps on the head, but not minor cuts and grazes).
- If a child has a bump on the head you must make contact with the parent/guardian. If the head injury is severe parents will be asked to collect their child to seek medical advice.
- The accident reports are filed in the Accident book in the Office.
- If a child is sent home for any medical reason this must be recorded in the accident book in the Office and the time of leaving recorded on the register.

Major Accidents/ Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Dislocation of the shoulder, hip, knee or spine
- Amputation
- The loss of sight of an eye
- Any penetrating injury to the eye
- Loss of consciousness caused by asphyxia or exposure to a harmful substance
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation.

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Child's Major Accident

If a major accident occurs the procedure is as follows:

- The Manger must be contacted immediately
- The Manager, will assess the situation with another First Aider and decide whether the child needs immediate hospital attention or whether the child can wait for the parent to come.
- A member of staff must be with the child at all times. If it is decided to wait for the parent then the parent will make the decision as to whether or not to take the child to hospital.

4) Dealing with injuries to children that have not been notified to the setting by the parent or carer and that have not happened in the setting

The above procedure applies but with the following change: If we have not been informed of a prior accident or incident by a parent or carer and an injury is noticed during a session, the parent or carer will be notified by a member of staff when they collect their child from the setting. The parent or carer will be asked to complete and sign a Prior Accident/ Incident Report by the member of staff who handed the child over.

5) Dealing with Accidents to Staff, Volunteers or Other Adults

We keep written records of all accidents or injuries to staff, volunteers or other adults together with any first aid treatment given.

6) Reporting of Accidents or Illness We report the following:

- Ofsted is notified of all major accidents /incidents 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; and
 - the death of a child in our care.
- Local child protection agencies are informed of any serious accident, illness or injury to, or the death of any child while in our care and we act on any advice given by those agencies.

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- The local Environmental Health Department is informed of any food poisoning affecting two or more children or adults on our premises.
- We meet our legal requirements in respect of the safety of our employee and the public by complying with RIDDOR. We report to the Health and Safety Executive (HSE):
 - 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 "Accident Book".

Infectious & Communicable Diseases.

If any infectious or communicable disease is detected on the premises parents/carers will be informed and as much information as possible given, and if necessary, Ofsted informed. Children who are known to be unwell by parents/carers should be kept away until it is safe for them to return.

Head Lice

When a case of head lice is discovered, it will be handled sensitively and safely. The child concerned will continue with activities but will be supervised. When the child concerned is collected their parent/carer will be informed in a sensitive manner. Other parents will be informed as quickly as possible.

All accidents, illnesses incidents & emergencies at will be treated with sensitivity and the appropriate level of confidentiality.

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The following information is recorded on the Accident/ Incident Report:

- Whether it is an accident or incident being reported
- Full name of child
- Child's date of birth
- Date of accident or incident
- Time of accident or incident
- Name and signature of person who dealt with the accident or incident
- Description of accident or incident
- Description of care given
- Name of person who gave care (this must be a Paediatric First Aid qualified member of staff)
- Description of injury (if applicable)
- Witness signature (only if witnessed)
- Counter signature (must be a qualified practitioner)
- Signature of parent or carer

It is then that member of staff's responsibility to ensure that the parent or carer is informed about the accident or incident and the report is signed by that parent or carer on the day that the accident occurred. (The name of any other child involved in an accident or incident must remain confidential).

In the event of an Accident/ Incident Report not being signed by a parent or carer on the same day, the member of staff in charge of the session (usually the Manager or the Deputy Supervisor or a named NVQ3 practitioner in their absence) must be notified by the practitioner who dealt with the report.

The staff member in charge of the session must then ensure that the Accident/ Incident Report is signed by the parent or carer at the next possible opportunity, e.g. the next morning at drop off. It is the responsibility of the member of staff in charge of the session (usually the Supervisor or the Deputy Supervisor or a named NVQ3 practitioner in their absence) to check that all Accident/ Incident Reports have been accurately completed, signed appropriately on the day.

