



## **Magpie Pre-School**

### **Recording and reporting of accidents and incidents**

#### **Policy statement**

Magpie Pre-school follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this. The purpose of this policy is to ensure that when an accident occurs at Magpies Pre-school, appropriate steps and actions are taken, also to ensure that accurate information is recorded and communicated.

#### **Accident and incident procedures**

An accident is an unfortunate event that happens unexpectedly and unintentionally, which can result in an injury, for example falling over and hurting your knee.

An incident is an event or occurrence that is related with another child or persons, for example being pushed over which results with an injury.

#### **Dealing with accidents/ incidents at Magpies:**

- An accident/incident form is completed by a member of staff who witnessed the event
- The form must be written clearly and correctly
- The form must include:
- Whether it is an accident or incident being recorded
- Date and time of accident/incident
- Name and signature of person who dealt with the accident/incident
- Description of accident/incident
- Description of care given and first aid
- Description of injury (if applicable)
- Position of injury illustrated on body map
- Witness signature
- Manager signature
- Signature of parent/carer

## **Prior accidents or incidents**

A “existing injury” is something that has happened outside of the setting, that has caused an injury or meant the individual has had to seek medical advice.

When a child comes into the setting it is the parents/ carers responsibility to inform the staff member of any accidents or injuries that have occurred outside of the setting. The parent will need to fill out the ‘existing injuries’ form, to inform us what has happened, they will then sign and the form will be countersigned by the practitioner and manager.

If a member of staff notices marks on a child from an injury that has not been obtained from the setting, the staff member will inform the parent at the end of the session and ask them to complete the form. If a parent refuses to complete or sign the form, a staff member and management will complete form and note that parent/career did not want to complete form.

## **Reporting accidents and incidents**

- Ofsted is notified 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
  - the death of a child in our care
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and act on any advice given by those agencies.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.
- Magpies meet legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the Local Authority (LA). Please note that providers on school premises or domestic premises 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.
  - When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
  - Any death, of a child or adult, that occurs in connection with a work-related accident.
  - Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.

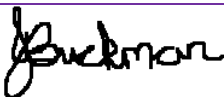
- Information for reporting incidents to the Local Authority or Health and Safety Executive is provided in the *Accident Record*. Any dangerous occurrence is recorded in our incident book.

### Education Inspection Framework

- As required under the *Education Inspection Framework*, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.

### Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)
- The Health and Safety (Enforcing Authority) Regulations 1998

This policy was adopted by	Magpie Pre-School	
On	20 <sup>th</sup> June 2021	(date)
Date to be reviewed	June 2022	(date)
Signed on behalf of the provider		
Name of signatory	Jo Buckman	
Role of signatory (e.g. chair, director or owner)	Manager	