



Rainbow Teddies Pre-school Policy Document

Reporting and Recording of Accidents, Incidents and Existing Injuries

Safeguarding and Welfare Requirements:

6) Health

10) Information and Records

EYFS Key Themes and Commitments:

A Unique Child

Positive Relationships

Enabling Environments

*Learning and
Development*

This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:

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Signed: Pre-school Manager



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(Including procedure for reporting to HSE, RIDDOR)

We follow the guidelines of the *Reporting Injuries, Diseases and Dangerous Occurrences* (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.

Procedures

Our Accident Sheets and Existing Injury Sheets:

- are kept safely and securely;
- are accessible to all staff and volunteers, who know how to complete them; and
- are reviewed at end of term to identify any potential or actual hazards and to identify any potential safeguarding/Child Protection issues.

Ofsted will be notified of any food poisoning affecting two or more children looked after on our premises and any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult as soon as possible or at least within 14 days of the incident occurring.

Local child protection agencies are informed of any serious accident or injury to, or the death of any child while in our care and we act on any advice given by those agencies.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the *Health and Safety Executive* using the format for the *Reporting of Injuries, Diseases and Dangerous Occurrences*.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the *Reporting of Injury, Disease and Dangerous Occurrences Regulations*). We report to the *Health and Safety Executive*:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- 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.
- Any dangerous occurrence is recorded in our incident records. See below.



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Our incident records:

- We will keep a record of any incidents including those 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.
- We will 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, will also be recorded.
- In the unlikely event of a terrorist attack we follow procedures as directed in *our Lockdown Policy*. Our standard *Fire Safety and Emergency Evacuation Policy* will be followed in the relevant circumstances. The incident will be recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services will be called, and the advice of these services will be followed.
- The *incident records* are not for recording issues of concern involving a child; these will be recorded in a separate file for the child