

3.8 Recording and reporting of accidents and incidents

Policy

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 & Incident procedure:

- Accident and incident reports are completed on Nursery-in-a-box (NAIB) and are kept safely and accessibly, (password protected). The content is kept private and confidential. The following report is not to be made viewable or discussed with the public or any other parent.
- Staff are careful when explaining about accidents or incidents which other children have been involved in.
- Accident and incident reports are accessible to all staff. In the event that the NIAB childcare system is unavailable we ask all employees to access the paper format which is saved on the 'Onedrive network' under daily and weekly risk assessments. However, the report still needs to be recorded on the NIAB. It is recommended that supervisors keep these accessible.
- An incident/ accident is clearly explained, providing a detailed message.
- An incident/ accident report is completed immediately (or as soon as reasonably practicable).
- An incident/ accident report is dated and timed;
- Incident/ accident form are reviewed and signed by a qualified paediatric first aider.
- In the event that a member of staff requires support completing a form(s) they must consult with their supervisor or line manager accordingly prior to the parent collecting.
- In the event of a head injury the parent/ carer is informed immediately verbally via phone and this is followed up in writing via notification.
- The parent/ carer signs, acknowledges and dates the accident/ incident report prior to the child leaving the setting. This can be completed digitally.
- The incident/ accident report is reviewed for content, signed and dated by a member of management. If any issues are identified by the manager the process must be completed again or amended to provide further information. The manager must support and provide training to that individual to ensure they know how to complete the process correctly.

Recording & Reporting Accidents (or to agencies):

- 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 we act on any advice given by those agencies.
- Any act on poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.
- We meet our legal requirements in respect of the safety of our employees 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 fourteen 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 report. 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.

When to report children's accidents and injuries to Ofsted:

- Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in our care, and of the action taken. Notification must be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.
Reporting a serious incident is a legal requirement.
- The settings Manager would seek further guidance upon what is 'serious' and/or 'minor' using the following government guidance: <https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries#minor-injuries>

Serious childcare injuries, accidents and illnesses:

- You must tell Ofsted about any of the following:
 - anything that requires resuscitation.
 - admittance to hospital for more than 24 hours.
 - a broken bone or fracture.
 - dislocation of any major joint, such as the shoulder, knee, hip or elbow.
 - any loss of consciousness.
 - severe breathing difficulties, including asphyxia.
 - anything leading to hypothermia or heat-induced illness.
 - any confirmed cases of coronavirus (COVID-19) in staff or children.
 - Eyes: You must report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. You must also tell us about any:
 - penetrating injury to the child's eye
 - chemical or hot metal burn to the child's eye
- Substances and electricity: If a child in your care suffers any injury from, or requires medical treatment for, any of the following situations you must tell Ofsted:
 - from absorption of any substance:
 - by inhalation
 - by ingestion
 - through the skin
 - from an electric shock or electrical burn
 - where there is reason to believe it resulted from exposure to:
 - a harmful substance
 - a biological agent
 - a toxin
 - an infected material
- Gov Link: <https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries#:~:text=As%20an%20Ofsted%2Dregistered%20childminder,a%20child%20in%20your%20care.>
- Must be reported to the area Manager as soon as a serious injury, accident or illness has occurred.
- The Manager & Area Manager then complete a case review collecting all/ any evidence applicable. All contents is kept private and confidential and saved in the Incident folder on the Onedrive.
- The nominated person is informed.

Minor childcare injuries, accidents and illnesses:

- You do not need to tell Ofsted about minor injuries, even if treated at a hospital (for less than 24 hours). These include:
 - animal and insect bites, such as a bee sting that doesn't cause an allergic reaction.
 - sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces.
 - cuts and grazes.
 - minor burns and scalds.
 - dislocation of minor joints, such as a finger or toe.
 - wound infections.

Recording & Reporting Incidents (Including to agencies):

- We have access to telephone numbers for emergency services, including the local police. Our managers have contact numbers for gas and electricity emergency services, and a carpenter and plumber.
- We ensure that our staff carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.
- If applicable, on discovery of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed.
- If an incident occurs before any children arrive, our manager completes a risk assessment (visual or written) on this situation and decides if the premises are safe to receive children. Our manager may decide to offer a limited service or to close the setting, with the authorisation of the Director.
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in our Fire Safety and Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.
- If a crime may have been committed, we ask all adults witnessed the incident, make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.
- We keep an incident report for recording major incidents, including some of those that are reportable to the Health and Safety Executive. These incidents may include:
 - a break in, burglary, or theft of personal or our setting's property.
 - an intruder gaining unauthorised access to our premises.
 - a fire, flood, gas leak or electrical failure.
 - an attack on an adult or child on our premises or nearby.
 - any racist incident involving families or our staff on the setting's premises.
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises.
 - the death of a child or adult.
 - a terrorist attack, or threat of one.
- When reporting an incident we 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, is also recorded.
- In the event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation Policy will be followed and our staff will take charge of their key children. The incident is recorded when the threat is averted.

When to report a serious childcare incident to Ofsted:

- Registered providers must notify Ofsted of any seriousness incident, regarding any child whilst in our care, and of the action taken. Notification must be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring. Reporting a serious incident is a legal requirement.
- The settings Manager would seek further guidance upon what is 'serious' and/or 'minor' using the following government guidance: <https://www.gov.uk/guidance/report-a-serious-childcare-incident>

You must inform Ofsted 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

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

Acknowledgement of Accident or Incident

- Our parents and/or carers have access to their child's accidents and incidents via ParentAdmin. Parents simply log into their ParentAdmin account to review the accident and incident forms. Once signed and saved this gets automatically sent back to the practitioner and stored.
- On ParentAdmin, parents always can access all accidents and incidents of their child. Link: <https://uk.parentadmin.com/login.php>

