**Accident or injury Policy (including recording and reporting of accidents and incidents and First Aid)**

**Policy statement**

**First Aid**

* In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All members of staff who work on the premises with children either holds a current full paediatric first aid certificate (which is renewed every three years) or is signed up for training to take place in the immediate future. (EYFS 2024 3.29)
* Our high ratio of first aiders takes into account the fact that we sometimes split the children into groups to go out on outings and the layout of our premises, a paediatric first aider is always available to respond to emergencies quickly.
* No un-prescribed medication is given to children, parents or staff. However, with the permission and wishes of the parents, we may apply cream for nappy rash or moisturising cream for skin prone to eczema.
* At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
* Parents sign a consent form at registration to consent to any emergency treatment during their child’s attendance at pre-school. They authorise staff to sign any written form of consent required by the hospital authorities if a delay in getting their signature is considered by the doctor to endanger the child’s health and safety.

**The First Aid Kit**

Our first aid kit is easily accessible and is kept out of the reach of children. The content is at least compliant with BS-8599 and is suitable for use with children. To ensure that the kit is always well stocked and that used items are replaced quickly we have a first aid checklist and regular checks are made of the content.

In addition to the first aid equipment, the box is supplied with:

* Extra disposable plastic (PVC or vinyl) gloves.
* A children’s forehead and ear thermometer.
* A mask suitable for protection during (CPR).
* No un-prescribed medication is given to children, parents or staff, apart from nappy cream and moisturising cream (as agreed with parents).

***Our accident book:*** *(EYFS 3.62 2024)*

* is kept safely and accessibly with the register;
* is accessible to all staff and volunteers, who know how to complete it; and
* is reviewed at least half termly to identify any near misses or actual hazards.
* Practitioners who have dealt with an accident must record the date and time that an accident occurred, where, how and why the accident happened, the nature of the injury and the treatment given.
* We inform parents and/or carers of any accident or injury sustained by the child on the same day, of any first aid treatment given
* Each entry will be signed by the first aider and witnessed. This is recorded with times in the accident book and signed by the parent at the end of the day. In the event of a head bump, we will also contact the parents by phone.
* Staff must fill in an accident form if they injury themselves during working hours.

**Notification/Reporting accidents**

* We will notify Ofsted of any serious accident, illness or injury to, or death of, and adult or any child while in our care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. If we fail to comply with this requirement, without a reasonable excuse we understand that we will have committed an offence (EYFS 3.63 2024).
* We understand our duty to notify The Cornwall and Isles of Scilly Safeguarding board of any serious accident or injury to, or the death of, any child while in our care, we must act on any advice from those agencies.
* We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR-refer to www.hse.gov.uk) 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. Practitioners should refer to the Ofsted document *Serious accidents, injuries and deaths that registered providers must notify to Ofsted* to check whether an injury is defined as serious.
* RIDDOR define children, parents, volunteers or visitors as a member of the public.

When there is any major 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* (see RIDDOR guidance) without delay-we use the online form or phone 0345 300 9923. Injuries to the public which cause incapacity for over 15 days should also be reported online.

.

*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 death or major injuries to a member of staff requiring treatment by a general practitioner or hospital; (Please see RIDDOR guidance).
* 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 Health & Safety Incident book. See below.

*Our Health & Safety Incident book*

* At our rented premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

The Health and Safety Officer for the Village Hall is a current member of the Portreath Improvements committee.

* We keep an incident book for recording incidents including those that 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.
* In the Health & Safety Incident book 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, should also be recorded.
* In the unlikely 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 Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
* In the unlikely event of a child dying on the premises, the emergency services are called, and the advices of these services are followed.

**Legal framework**

* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)
* Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies –Ofsted.

**Further guidance**

* RIDDOR Guidance and Reporting Form  
  [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)
* <http://www.hse.gov.uk/riddor/when-do-i-report.htm>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This policy was adopted at a meeting of | Portreath Pre-School | |  | |
| Held on | 13.03.2018 | | (date) | |
| Last reviewed and amended | 24/06/2024 | |  | |
|  | |  | |  | |
|  | |  | |
|  | |  | |
|  | |  | | | |
|