A logo for a school

Description automatically generated**ACCIDENT, INCIDENT RECORDING AND REPORTING POLICY**

At Butterflies Pre-School, it is our duty to ensure all children are always kept safe. We will take every measure to ensure that your child doesn’t come to any harm while in our care. We will record any accidents or incidents on our Blossom App.

We follow the guidelines of the Reporting of injuries, Diseases and Dangerous Occurrences Regulations (REDDOR), 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 behavioral incidents between childr3en are not regarded as incidents for this purpose and there are separate procedures for these below.

The person responsible for coordinating reports is our Health and Safety Officer: Vikki Mawdsley. There is a fully equipped first aid kit on the premises. This is checked regularly to ensure that all items are in good condition and in date. We will replace stock as and when necessary. In the event a child is injured in any way then we will comfort, reassure them, and carry out any necessary treatment required.

If other children are present, then we will make sure that they are kept safe so that we can treat the injured child.

Where appropriate we will investigate the accident and significant near miss to try and prevent something similar occurring again.

We will only carry out the first aid procedures that we are trained for. We attend Pediatric First Aid training courses every 3 years and will ensure that this is kept up to date for all staff. The first aiders int eh pre-school are displayed on the parent board.

There will be always trained first aider on the premises or outings.

We will assess the extent of the injury and if we feel that it is necessary, seek medical assistance. We hold a signed permission form for this as part of our enrolment process which is new on the Blossom App.

Once the situation is under control then a member of staff will contact the parent to inform them as to what has happened and whether it is necessary for you to collect your child, however if hospital treatment is required than a member of staff will arrange to meet the parent at the hospital.

Although it might not always be necessary to collect your child we always call If there has been a head injury.

All details of any accidents will be recorded, signed and copy will keep securely for 21 years and 3 months a per General Data Protection Regulations (GDPR)

Whatever the injury we will fill in the details on the accident form on the app and ask parents to read and sign it on arrival, on the tablet. We will provide you with a copy, please let us know if you need a paper copy. In the event of a serious injury, we are required to inform Ofsted, RIDDOR, LSCB and our insurance company.

Should the child require medical attention then we ask parents to keep us informed of their condition.

**Accident an incident procedure**

**What is the difference between an accident and an incident?**

Near miss – an unplanned event which doesn’t cause an accident or incident but could have done.

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.

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.

Danger occurrence – a serious failure of equipment pre misses or defined by REDDOR.

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 follow:

* An Accident/Incident Report has been completed by the member of staff who witnessed the event.
* Reports includes the child’s name, the date of the accident or incident, details of the accident or incident, the initials of the member of staff who completed the report and of the countersign practitioner who also carries out the final checks on the report. (This is usually the manager, Deputy Supervisor, or named Level 3 practitioner in their absence).

It is then that member of staff’s responsibility to ensure that the par4ent or carer is informed about the accident or incident and the report is signed by that par3ent 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. Staff member in charge of the session then has the overall responsibility to immediately inform the parent or carer by telephone of the accident or incident, making a note of the time and date of the call on the Accident/Incident 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.

It is the responsibility of the member of staff in charge of the session (usually the manager or the Deputy Manager) to check that all Accidents/Incident Reports have been accurately completed, signed on the day and filed.

Reports are available on Blossom they are reviewed by:

* Reviewing how many accidents or incidents happen in a term.
* What types of accidents or incidents occur?
* Identify any potential or actual hazards.
* Identify any patterns in children having a higher rate of accidents or incidents.

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 accident must gain account of what happened from the child, and any other children. If they can verbalise this or communicate in any other way. A 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. This will be recorded on an incident report.

1. **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.

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 the pre-school. The report is signed by the parent or carer and countersigned by a qualified practitioner.

The following information is recorded on the Existing Injury 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
* Description of accident or incident
* Description of care given
* Description of injury (if applicable)
* The position of the injury illustrated on the body map.
* Signature of parent or carer
* Counter signature (must be a qualified practitioner)

This will be recorded on the Blossom App.

1. **DEALING WITH INJURIES TO CHILDREN THAT HAVE NOT BEEN NOTIFIED TO THE SETTING BY THE PARENT OR CARE AND THAT HAVE NOT HAPPENDED IN THE SETTING**

The above procedure applies but with the following change:

If we have not been informed of an existing injury by a parent or carer and an injury is noticed during a session, the parent or carer will have 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 an Existing Injury Report by the member of staff who handed the child over.

1. **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.

**Reporting of accidents or illness**

We report the following:

Ofsted is notified as soon as possible, but at least with 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 result, and of the death of a child in our care.
* Stronger Family (MASH) 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.
* The local Environmental Health Department has been 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 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 amputation.
* Any work-related accident leads 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 staff accident book.
* When one of our employees suffers from reportable occupational disease or illness as specified by the HSE.
* Any death of a child or an adult, that occurs in connection with a work-related accident.

1. **A TERRIRIST ATTACK**

If information is received about the threat of a terrorist attack in the vicinity of the Pre-School, this must be immediately reported to the manager, or in her absence the Deputy Manager. They will then call the police and advise them to follow based on advice given to them by the police.

The safety of the children, staff and other adults is paramount. If the Pre-School and those in our care are under threat, the manager will contact the police and take advice from them before any children or staff are released from the building. The children must be kept calm and, where possible, must not be made aware of the situation. Staff must act calmly and discreetly. These events are practiced every half term.

Please see separate lockdown policy and procedure.

**REVIEWED: 21/10/2023 LEANNE COLES BUTTERFLIES PRE-SCHOOL**

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