

ST GILES & ST JOHN PRESCHOOL

St John Methodist Hall
Yews Avenue/Great Cambridge Road
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HEALTH AND SAFETY

Accident/Injury and Incident Policy

Policy statement

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.

Aim

We want to ensure that the children our setting cares for can play and learn in a safe environment and that they, and all the adults present whilst at the setting (employees, visitors or volunteers) are kept safe at all times.

Procedures

At least four members of staff with current paediatric first aid training is on the premises at all times when children are present, and there will be at least two people with this training on all outings at any one time.

We keep an accurate record of all accidents and incidents that occur both on and off the premises, and seek to ensure any future events are minimised or the possibility or re-occurrence is removed.

We inform parents of any accidents/incidents sustained by their child whilst in our care and of any first aid treatment given, as soon as is reasonably practical. This will usually be at the end of the session when we ask parents/carers to sign the record book (for confidentiality only one page per child, per accident or incident is used when recording events).

If a child should sustain a head injury we will contact the parents straight away, depending on the injury will decide if the parent needs to collect their child immediately.

Accident Records.

- Accidents are recorded in the 'Accident Book' which is kept safely and accessible
- All staff know where it is kept and how to complete it
- It is reviewed at least once per term to identify any trends or recurring causes of injuries, potential or actual hazards.

Dealing with accidents/injuries

All minor accidents/injuries are logged in the Accident book. Parents/carers are informed verbally by a member of staff when they collect their child and asked to sign and date the Accident book.

In the event of a serious accident/injury a member of staff will call 999 and the child would be taken to hospital in an ambulance accompanied by a senior member of staff. Who would take all relevant information the parent has supplied about their child. The parent/carer would be contacted immediately and arrangements made to meet their child at the hospital.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

Notification is made as soon as reasonably possible but in any event within in 14 days of the incident occurring.

Ofsted tel no: 0300 123 1231

We would also make a report to the Health and Safety Executive using the format for RIDDOR

Existing Injuries

If a child arrives at the setting with an existing injury this is noted on a 'Record of existing injuries' sheet, which is signed by the staff member and placed in the child's Registration file.

Dealing with incidents

The Preschool meets the legal requirements for the safety of the employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). The Preschool reports to the Health and Safety Executive:

- Any incident 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.

Incident records

- Incidents are recorded in the 'Incident Book', which is kept safely and accessible.
- All staff know where it is kept

In the Incident book we record the date, 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 the 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.

Health & Safety Officers Jan Nelmes
Nikki Caplin

Reviewed 10th January 2018

Next Review 1st January 2019

Signed by

Name of Signatory J Gabriel

Role Of Signatory Manager