**Accident and incident policy**

We carry out regular risk assessments in our setting and use safe, age-appropriate toys/equipment. All members of staff hold a Level 3 Paediatric First Aid certificate which all help minimise hazards, however accidents still do sometimes occur. Therefore, all accidents/incidents that occur whilst your child is in our care will be recorded in the following ways:

* The child’s details
* Time, date and cause of accident/incident
* Where the accident/incident happened
* Where on the body the child was hurt
* What action was taken
* The child’s condition following the accident/incident

If your child has had a serious accident then, depending on the situation, we will carry out first aid and the Emergency Services/parents will be called. OFSTED will be contacted as soon as reasonably practicable, but in any event within 14 days. A report detailing the incident will be given to the parents/carers and Ofsted.

If your child has had a minor accident however is very upset then you will be contacted. If your child has had a minor accident and is OK and demonstrating normal behaviour, then we will inform you when you come to collect your child. Parents/carers will always be informed following a head injury.

After every accident, however minor:

* An accident report will be completed and signed.
* The parent/carer is given a copy.
* Accidents are logged and valuated at the end of the month, any patterns in accidents or injuries will be risk assessed and adaptions to the room, outside areas or our routine, will be made to ensure accidents/incidents are kept to a minimum.
* We also record ‘near misses’ as part of our procedure so that action can be taken to fix any problems before injuries occur.

If your child has any pre-existing injuries then these will need to be recorded and signed by a parent/guardian. We will ask you how their injury occurred and the date of the accident. These records are kept and stored in compliance with GDPR for 25 years as latest guidance.

**We 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

**We do not need to tell Ofsted about minor injuries, including treatment 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 needing treatment.
* sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces/toys etc.
* cuts and grazes
* minor burns and scalds
* dislocation of minor joints, such as a finger or toe
* wound infections

**We must report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. We must also tell Ofsted about any:**

* penetrating injury to the child’s eye
* chemical or hot metal burn to the child’s eye

**If a child in our care suffers any injury from, or requires medical treatment for, any of the following situations we 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

**Staff work-related incidents**

**Under RIDDOR, there are seven major categories of injuries, diseases and dangerous occurrences; these include:**

|  |  |
| --- | --- |
| 1. Deaths
 | 1. Dangerous occurrences
 |
| 1. Specified injures
 | 1. Accidents involving members of the public
 |
| 1. Occupational diseases
 | 1. Gas emergencies.
 |
| 1. Over-seven-day injuries
 |  |

All **Deaths** arising from work-related incidents must be reported to RIDDOR, except suicides.

The list of **specified injuries** and **Occupational diseases** can be found on the HSE website.

**Over-seven-day injuries:** Employers also have a legal requirement to report injuries that have resulted in incapacity lasting over seven days. Employers will need to consider whether the staff member could perform their normal range of duties during that time frame. Reports of this nature should be made within 15 days of incident.

**Dangerous Occurrences:** are the incidents that have the potential to cause injury or ill health. In highlighting near misses and potential warnings, this enables employers to ensure proactive action has been implemented to reduce the risk of harm.

**Accidents involving members of the public:** this refers to incidents that have involved a member of the public. You will need to report it if the accident has resulted in injury and the person is taken for medical treatment directly from your workplace. This does not include people taken to hospital as precaution. You must again decipher whether this event occurred due to work-related fault.

**Gas emergencies:** employers also have a responsibility to report any gas or electrical emergency that has resulted in or is at risk of causing injury. This also means that registered gas engineers are responsible for reporting any appliances or fittings that they consider to be dangerous.

**How to make a RIDDOR**: accidents should be **reported to HSE Incident Contact Centre**. In most cases you should make your RIDDOR report **online at the HSE website**. However, in cases of death or an accident resulting in one of the specified injuries involving a worker, you can call on **0845 300 9923.** **The HSE should receive a report within 10 days**. In situations regarding a seven-day injury then you have 15 days. Employers should record the event in their **RIDDOR accident book** and should include: their details and contact details of injured person, Date & time, Location, The event that occurred, The injury, The action that has been taken at that point.