



Accident & Incident Policy

Updated 11th October 2014

Dealing with incidents

We meet our legal requirements for the safety of our employees/children by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulation). We report to the Health & Safety Executive:

- Any accident to a member of staff/child 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.
- Copies of any communication regarding dangerous occurrences or incidents are kept on file.

Dealing with Accidents

Ofsted & ROSPA/HSE are notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult. We use RIDDOR (Reporting of injuries, Disease and Dangerous Occurrences Regulations) report of reporting to HSE/ROSPA

Our accident folder is:-

Kept safely and accessibly

All staff and volunteers know where it is kept and how to complete it;

It is reviewed at least termly to identify any potential or actual hazards

Dealing with Existing Injuries

If an adult/child arrives at the setting with an existing injury sustained outside of the premises this must be logged on our existing injuries form, this involves a



Lollipops
Every Child Matters

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If an adult/child arrives at the setting with an existing injury sustained outside of the premises this must be logged on our existing injuries form, this involves a body map with the injury marked on it and a description of the injury and how it occurred. If our existing injuries records show that a child is compiling a number of existing injuries forms then this may be referred to parents and/or brought to the attention of the Kent County Council Safeguarding Unit.

All details of existing injuries are kept in the Safeguarding Folder which is kept safely and accessibly

- All staff and volunteers know where it is kept and how to complete it;
- It is reviewed regularly to highlight any causes for concern.

First Aid Box

The first aid kits are located in the kitchen in a clearly labelled cupboard as well as the outings bag. The nominated person for checking/replenishing these is S. Camps. The contents are checked on a monthly basis in accordance with the enclosed list.

Reviewed annually

Signed by 

Date 11/10/14

Role of signatory MANAGER

Witnessed by S. Mason

Date 11.10.2014

Role of signatory Deputy
Manager