



Accident, Incident and existing Injuries Policy

Reviewed April 2021

Introduction

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), Ofsted Statutory Framework for Early Years Foundation stage and the Health & Safety Executive.

This policy was reviewed as part of the New Statutory Framework for the Early Years Foundation stage which comes into effect from September 2021 and simplified to make it easier to follow.

POLICY

We notify Ofsted, RoSPA, HSE and local child protection agencies of any serious accident (any accident to a member of staff/child requiring treatment by a GP or hospital), or injury to, or death of, any child while in our care, or any dangerous occurrence or incidents and of the action taken. Notification is made as soon as is reasonably practicable, and within 14 days of the incident occurring. (If we fail to do this we are committing an offence).

Dealing with Accidents

- We have first aid boxes in each class room, with appropriate content for use with children.
- We take portable first aid kits with us on outings with appropriate content for use with children.
- We keep a written record/report of accidents or injuries and first aid treatment.
- We inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given and provide them with a copy of the report.
- Accident reports are reviewed at least termly to identify any potential or actual hazards.

Dealing with Incidents

An incident is any dangerous occurrence. 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, or an outbreak of a serious infection. See also Covid 19 System of Control.

- We keep a written report of any dangerous occurrences/incidents along with the action taken.



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- Copies of any communication regarding dangerous occurrences or incidents are kept on file with the incident report in the Incidents folder.
- Incident reports are 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 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 in the managers office.

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

First Aid Box

The first aid kits are located in each class room as well as the outings bags. The contents are checked on a monthly basis in accordance with the enclosed list. The room managers are responsible for checking/replenishing these is the.

Authority

Michelle Bentham
Acting Manager

Rachelle Harte
Nominated Person