Accidents and Incidents

Though extensive measures are taken to minimize the occurrence of both accidents and incident this policy is in place to ensure that if on the occasion they occur, they are always dealt with in an appropriate manner, being recorded and reported as required. Risk assessments are carried out on all areas and equipment, these are reviewed annually and changes are made as required within this period. All practitioners have a duty of care, to understanding and familiarise themselves with the reporting procedure for any accident or incident and ensure this is followed in all cases.

***Accident****: An event that has unintentionally occurred that has caused damage, injury or harm, for example: falling over and bumping your knee.*

***Incident:*** *An event that occurs as a result of another person, for example being pushed over and hurting your wrist.*

**Recording:**

If an accident or incident is to occur, staff are to complete the relevant forms documenting this, information required is:

* Childs full name and DOB
* Specification if the occurrence is an accident or incident
* Date, time and location of the occurrence
* How the accident / incident has occurred
* Any injuries sustained, with a clear description of them and plotted on a body map
* Treatment administered
* If the parents were notified and by what method \*
* This form is then to be signed by a practitioner, witnessed by secondary practitioner aware of the occurrence and signed by a Parent or Guardian at time of handover to show acknowledgment. The most senior member of staff within the room is responsible for ensuring all forms are shared with parents at the end of a session.
* Names of any other children involved within an accident or incident are never to be shared.

*\*In the case of a head bump an additional monitoring from is to be completed. Parents are to be immediately notified of the situation.*

**Reviewing:**

* All accident and incident forms are to be reviewed and tallied up on a monthly bases, this information will allow opportunity to recognise repeat instances/ occurrences and changes will be implemented based on this.
* Following a substantial accident or incident, appropriate support will be provided to staff, children and families as required. The well being of all staff and families enrolled at the setting is paramount and will be supported by adequate measures in all instances.
* First aid boxes are adequately distributed throughout the setting with at least one in each room. The First Aid officer is responsible for ensuring the boxes are sufficiently stocked and replenishing items as needed. These checks are to be carried out and recorded monthly.

**Reporting:**

Bovan Creek follow the guidelines for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents. This means as required, information relating to any significant accident or injury may be by the setting Manager shared with:

* OFSTED
* Insurance companies
* Local Health and Safety appointed persons
* Local Authorities
* Any other required party

**Documentation for reference:**

* Section 3 Safeguarding and Welfare Requirements - Accident and injury 3.51 and 3.52
* Health and Safety at Work etc Act 1974.
* Health and Safety (First Aid) Regulations 1981.
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013