



## ACCIDENT AND INCIDENT POLICY

We define accidents as events which cause injury or death to a person or damage to property. We define incidents as events which **could** cause illness, injury or death to a person or damage to property even if they have not on the specific occasion.

By following our Health and Safety, Safeguarding Children, Sick Child, Behaviour Management and other related policies, we aim to keep the risk of accidents or incidents to a minimum.

**Major accidents / Incidents** are those events which involve – or could have involved -seeking medical or other emergency aid. Examples include broken bones, an outbreak of a reportable disease, or a gas leak.

We follow the legal guidelines of Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) given by the Health and Safety Executive (HSE) and will report any major accidents or incidents to HSE and to Ofsted without delay. Any accident resulting in the serious injury or death of a child will also be reported to the Local Safeguarding Children Board (LSCB).

**Priorities:** Whether minor or major accident/incident, the priorities will be:

- eliminating or reducing further risk, to maintain the safety of all the children and adults,
- attending to any injured child's / adult's needs and
- maintaining a calm and reassuring atmosphere in the setting.

Where possible, we aim to protect the dignity of injured people by dealing with them separately from the group. This also reduces potential distress for the other children.

Parents / Carers will be contacted when necessary. Medical advice / Emergency aid will be sought if First Aid treatment is not considered to be sufficient by a registered first aider. Children involved in minor accidents/incidents will be monitored at intervals in case of complications arising.

**Records:-** All accidents/ incidents are recorded in our Accident and Incident record book. The child's key person will discuss the record with the parent/carer who collects the child and ask them to sign it. In the case of head injury, a form will be given to remind them to monitor their child's well-being.

In accordance with H.S.E. requirements, records will be kept within easy access for 2 years and in safe storage until a child is 25 years old.

If a Major Incident necessitates evacuation, we will evacuate according to our **Fire Procedure**. If it becomes necessary to close mid-session, we will follow our **General Contingency Plan**. Every effort will be made to maintain the staff-child ratio throughout.

### SEE ALSO ACCIDENT AND INCIDENT PROCEDURE

Date reviewed..... 25<sup>th</sup> June 2009.

Signed.....

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