**Policy**

Accidents/incidents can be very distressing for anyone involved, so at Monkey Puzzle Day Nursery we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

**Procedure**

Our accident records:

* are kept in a safe and secure place
* are accessible to our staff and volunteers, who all know how to complete them;
* and are reviewed at least half termly to identify any potential or actual hazards

**Accident records**

The accident form should be completed for each injury / accident. Accident records should contain:

* details of any existing injuries that a child arrives with, including bumps and bruises
* the time, date and nature of any accident at the nursery
* details of the children affected.
* a written description of the type and location of any injury and a body map (children are not to be undressed or photographs taken of any marks or injuries)
* the action taken at the time, any action taken later and who did what.
* head injuries must be reported to parents immediately, and a head injury guidance leaflet given when the child is collected.
* parents must be informed of any accident or injury sustained by the child on the same day, and sign the accident form to acknowledge the information given.
* parents must sign the accident form on collection of their child even if they have been informed over the phone
* the circumstances of the accident, names of any adults and children involved and any witnesses (you may need the contact details of the witnesses)
* the signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.
* once fully completed and signed by management, details of the accident / injury must be entered onto an accident tracker. The data on the spreadsheet must be analysed each month, and where patterns emerge an action plan must be put into place identify how the risk of injury / accidents will be minimised.
* once fully completed all accident / injury forms to go in child’s personal files.

**Reporting accidents and incidents**

Ofsted must be notified as soon as possible, but at least within 14 days, of any instances which involve:

**Serious injuries, accidents and illnesses**

You 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

Ofsted must be informed if a child suffers any loss of sight, whether it is temporary or permanent. You must also tell us about any:

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

**Substances and electricity**

If a child in our care suffers any injury from, or requires medical treatment for, any of the following situations Ofsted must be informed:

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

Further information regarding notification to Ofsted can be found in our ‘Notifications to Ofsted procedure’.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

**Reporting to RIDDOR**

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. RIDDOR applies in nurseries, in accordance with the Health and Safety at Work Act (1974), all employers have a duty to protect the health, safety and welfare of those working for them.

All schools, nurseries and other childcare settings have a duty to provide a safe environment, in which children can learn and play without risk of harm. However, it remains that accidents can happen, and some of these are RIDDOR reportable.

Under RIDDOR, there are seven major categories of injuries, diseases and dangerous occurrences. We report to the Health and Safety Executive (HSE):

* Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.
* Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
* Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
* When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
* Any death, of a child or adult, that occurs in connection with a work-related accident.
* 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.
* Any dangerous occurrence is recorded an incident form (non child).

Accidents must be reported by the responsible person within 10 days. In situations regarding an injury over seven days, you have 15 days. Incidences of exposure to occupational diseases should be reported as soon as the person has received their diagnosis.

All reports can be reported here: <https://www.hse.gov.uk/riddor/report.htm>

**Further guidance**

RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

**Linked Policies**

First Aid Policy

Critical Incident Policy