



## **LITTLE ELLIES**

# **Recording & Reporting of Accidents & Incidents Policy**

<b>Policy Creation &amp; Review</b>	
<b>Author(s)</b>	Sheleena Laskar
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## **Little Ellies**

### **Recording and reporting of accidents and incidents**

**(Including procedure for reporting to HSE, RIDDOR)**

#### **Policy Statement**

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural safeguarding incidents between child on child have separate procedures.

#### **Procedures**

Incidents and accidents are clearly defined as incidents that take place outside of the setting and accidents/incidents that occur within the setting. All logs are kept of all occurrences and filed in the children's folder they relate to within the main school office.

#### **All logs:**

- **Are kept in a safe and accessible location**
- **All staff are trained on how to complete all logs**
- **Recorded promptly and phone calls made to parents on the day**
- **Are reviewed every month by management to identify any potential safeguarding risks or actual hazards**

All logs are completed by the attending member of staff who witnessed the injury and administered first aid, thereafter signed by another member of staff to ensure the reporting has been completed correctly and all first aid has been administered in the correct way.

Any reportings that require further medical attention by professionals like a hospital doctor, the setting will:

- Call for an ambulance in the first instance
- Call the parents to inform them of the injury and plan of care
- Ask parents to come to the setting immediately

Ofsted and the Local Authority are notified of any injury requiring treatment by a general practitioner or hospital doctor.

#### **Notifying parents**

Staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Any Serious injuries will be dealt with by Management. Management always counter signs all logs to ensure that all procedures have been followed through correctly and to identify the nature of accidents occurring within the setting to support future risk assessments.

#### **Reporting to Ofsted and child protection agencies**

Management will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care through the portal. This is accessed via the nominated person's access gateway (Janice Owen-Amadasun). This will happen as soon as is reasonably practicable, and no later than 10 days after the incident.

Management will also notify the Local Safeguarding Board & Newham Partnership Working of any serious accident or injury to, or the death of, a pupil while in the setting's care.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Local Authority using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences. This may also be reported to the Health and Safety Executive.

### **Reporting to the HSE**

The Finance & Facilities Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Management will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death for example, through cot death in the case of a baby
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalding requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done.  
Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion
- Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

## **Dealing with incidents**

As part of child protection good practice, all incidents that occur outside of the setting are always followed through and recorded.

Instances of when an incident might be recorded:

- If a child comes into the setting with unexplained or unusual marks or injuries
- When a child reports something as having occurred to them at home or outside and a visible injury is noticed thereafter
- When children are being changed for nappy changes or clothing and unexplained marks or injuries are noticed

## **How incidents are followed up**

At any point that staff notice any of the above, they have a duty of care to call parents/carers to understand the nature of occurrence. This is recorded into an incident log with all information provided by the parents/carers. If any first aid has been administered, this is also to be recorded by staff.

Parents are required to sign this incident log at the next face to face contact, be it pick up or drop off times. As with all logs, these are monitored and tracked to be able to identify any potential safeguarding risks or actual hazards. Logs are securely filed away in the child's main record in the main school office.

At any point, If staff feel the need to follow this up with a safeguarding referral, they are able to do so on CPOMs so that all avenues can be explored and any MASH/LADO referrals can be triaged. Management will follow through with any triage referrals and investigate further.

## **Compliance**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Local Authority who in turn may inform Public Health England:

- Any accident to a member of staff 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.
- Any dangerous occurrence is recorded in our incident book in the main school. See below.
- Any epidemic diseases that is prevalent and meets the threshold of a 10% cases per class (threshold designed by Public Health England) within a specified time.

## **Our Critical Incident Log**

- We have ready access to telephone numbers for emergency services, including local police. We inform the Heateacher of any incidents.
- We keep an Incident book for recording incidents including those that are reportable (as above.)
- These incidents include:
  - break in, burglary, theft of personal or the setting's property;
  - an intruder gaining unauthorised access to the premises;
  - fire, flood, gas leak or electrical failure;
  - attack on member of staff or parent on the premises or nearby;
  - any racist incident involving staff or family on the centre's premises;
  - death of a child, and
  - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.

- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed. Ofsted would also be informed.
- The incident book is not for recording issues of concern involving a child.