

Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF
 Ofsted URN:
 Charity Number: 1162991

Recording and Reporting of Accident and Incidents Policy

Including procedure for reporting to HSE, RIDDOR

Policy Statement

W.I.S.P.S follows the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (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. W.I.S.P.S take accidents and incidents very seriously but also understand that children will slip/trip/fall regularly/often as a part of their investigative nature, judgements surrounding accidents and incidents are taken professionally and sensitively.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Keeping safe Health and well-being	Parents as partners Key-Person	The wider context	

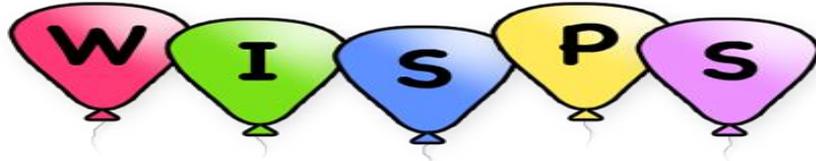
Procedures

In the unfortunate event of an accident occurring within the setting the following procedures are followed:

W.I.S.P.S Accident Book:

- Is kept safely and accessibly
- Is accessible to all employees and volunteers, who know how to complete it
- Is reviewed at least each half term to identify any potential or actual hazards.
- Will be signed by parents/carers to acknowledge and understand that an accident has taken place and a visible injury/mark/graze/bruise/lump or bump to the head has occurred to their child

Accidents are recorded when there is a visible injury/mark/blemish/graze/bruise/lump or bump to the head. All serious accidents are recorded.



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Accidents are dealt with by First Aid trained staff.

Should an accident occur and no visible injury/mark appears, the child shall be asked ‘Where does it hurt?’ The area specified by the child shall be checked for visible injuries/marks, should there be no visible injury/mark the child’s Key-person shall check the specified area a second time after a period of 10-15 minutes has lapsed. **NB an accident report shall be filed by the witnessing/first person to the scene whenever an injury/mark occurs or when the child has repeatedly complained of aches/pains resulting from an accident.**

Accident reports are always shared with parents/carers and they are requested to sign and date the accident book to acknowledge their understanding. Parents/carers are provided with a body map to visualise where the injury/mark is located. Should a head injury occur, a head injury information form is provided to parents to advise on any possible aftercare needed. Parents/carers are asked to inform W.I.S.P.S should there be any medical attention sought after the child has exited the setting so this can be recorded.

Where an accident has occurred and no visible injury/mark is found parents/carers are verbally informed of the circumstances and that no further action is needed. W.I.S.P.S are happy to discuss further should the parent/carer feel the need.

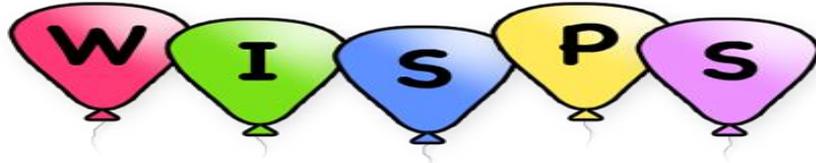
Ofsted is notified of any injury requiring treatment by a GP or hospital doctor, or the death of a child or adult.

When there is any injury requiring GP or hospital treatment to a child, parent/carer, volunteer, employee or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

- W.I.S.P.S meets the legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive:
 - Any accident to an employee/volunteer/attending child requiring treatment by a GP or hospital
 - 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: see below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-School Learning Alliance’s Accident Record publication.



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WISPS Incident Book

Should a child arrive at W.I.S.P.S having had an accident/injury in their own home or on their way to pre-school, parents/carers are asked to complete an Incident Form. This allows the staff team to remain vigilant whilst ensuring Safeguarding protocols are adhered to.

Incident forms are confidential, W.I.S.P.S Safeguarding Officer reviews Incident Forms regularly.

- W.I.S.P.S has ready access to telephone numbers for emergency services, including local police.
- W.I.S.P.S rent their premises from Hampshire County Council via communication with the Federation of Winklebury Schools, W.I.S.P.S ensure that they have contact with the grounds Manager: **William O'Dee** and have a shared procedure for dealing with emergencies.
- W.I.S.P.S keeps an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above. These incidents include:
 - Break in, burglary, theft of personal or the pre-school's property.
 - An intruder gaining unauthorised access to premises.
 - Fire, flood, gas leak or electrical failure
 - Attack on an employee or parent/carer on the premises or nearby
 - Any racist incident involving employees or families on the premises
 - Death of a child
 - 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 insurance claim made, should also be recorded.
- In the event of a terrorist attack please refer to the Terrorist Attack Policy.
- In the unlikely event of a child dying on premises, the emergency services are called and the advice of these services followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's personal file.

Legal Framework

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

Further Guidance

RIDDOR Guidance and Reporting Form

www.hse.gov.uk/riddor/index.htm