



## **Accident and Incident Policy**

*Review date : July 2021*

*Reviewed by: Phil Parker*

### **Aim**

We want to ensure that the children under our care can play and learn in a safe environment and that they, and all the adults present at the setting (employees, visitors or team members) are kept safe at all times.

However, we recognise that accidents and incidents will happen and the following policy and procedures ensure they are recognised, recorded and dealt with appropriately.

### **Accident and Incident Response Procedure**

It is FUNDA's policy that all educators already hold or will complete paediatric first aid training within three months of commencing employment. Most, if not all staff members on site at all times hold a paediatric first aid certificate. Staff members will be trained in order to deal with each situation appropriately.

We keep an accurate record of all accidents and incidents that occur both on and off the premise, and seek to ensure any future events are minimised or the possibility of re-occurrence is removed. Accident statistics are analysed after each camp by the FUNDA Management Team to identify any trends or recurring causes of injuries, potential or actual hazards and make necessary adjustments to the site or practice. The accident stats are analyzed quarterly by the Chief Operating Officer to ensure appropriate adjustments are made across all sites.

We try to make sure all injuries and incidents even where no wound is visible are recorded. We inform parents of any accidents/incidents sustained by their child whilst in our care and of any first aid treatment given, as soon as is reasonably practical. This will usually be via notification as soon as an incident form is completed and reiterated in person upon collection of your child.

All accidents and incidents are brought to the attention of the appropriate persons/bodies.

### **Accident Reporting and Recording**

Accidents are recorded in an accident report, and then filed in an "Accident Folder" which is kept safely and accessibly. This includes incidents that are reportable to the Health and Safety Executive (see below).

All staff and volunteers know how to complete an Accident Form.

All Accident records should contain:

- the time, date and nature of any accident;
- details of the children affected;
- the type and location of any injury;
- the action taken at the time, any action taken later and by who;

- the circumstances of the accident, names of any adults and children involved; and

In the case of an emergency, see “Sickness, Medicines and Emergency Treatment Policy”, which outlines our procedures, parental consents etc. Existing Injuries

If a child arrives at the setting with an existing injury this is discussed with the parents and all staff are informed.

#### Incident Reporting and Recording

Incidents are recorded in an Incident Report File within the child’s profile and are then filed in the “Incident Folder”.

All Incident records should contain:

- the child’s name or person affected;
- the date, time and location of the incident;
- what triggered the incident;
- the nature of the incident;
- others involved;
- witnesses (if applicable);
- how the situation was handled;
- what form of restraint was used and any consequences;
- if it was reported to the police, a crime number;
- Any follow up, or insurance claim made;
- The signature of the staff member who dealt with the incident, any witnesses and a counter signature by the parent when the child is collected.

Incidents include:

- break in, burglary, theft of personal or the setting's property;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving a member of staff or family on the setting's premises;
- death of a child;
- a terrorist attack, or threat of one;
- bullying and fighting may be recorded where staff consider this is necessary.

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 Procedure will be followed. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services is followed. In addition, Ofsted would be informed.

#### Notification of serious accident or incident

The Camp Leader or designated person will inform the Chief Operating Officer immediately if a serious accident or incident occurs.

#### Ofsted

We will notify Ofsted of any serious accident, injury or death that occurs\* to a child whilst they are in our care.

Notification will be made as soon as is reasonably possible but in any event within 14 days of the incident occurring.

**Ofsted tel; 0300 123 1231**

\*see definition in "Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies" Oct 2011 Child Protection Agency

#### Local Child Protection Agency

We will notify our local child protection agency about any serious accident, injury to, or death of a child whilst in our care and act on any advice given:

**Lancashire County Council Social Services – 0300 123 6270**

Notification will be made as soon as is reasonably possible but in any event within 14 days of the incident occurring.

#### Health and Safety Executive

We meet our legal requirement as an employer under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). When there is any injury requiring a general practitioner or hospital

treatment to a child, parent, member of staff, volunteer 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 RIDDOR format.

We will report:

- deaths;
- major injuries that happen to anyone on your premises or while you are caring for children;
- off your premises;
- injuries that last more than seven days – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases (see [www.hse.gov.uk/riddor/guidance.htm/disease](http://www.hse.gov.uk/riddor/guidance.htm/disease)) for a full list of reportable diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done.

**Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am and 5pm), or online form at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)**