

St. Joseph's R.C. Primary School



Nursery accident and serious incident policy

November 2023

Review: November 2026

Policy Review

This policy will be reviewed in full by the Governing Body on an a twice yearly basis.

The policy was last reviewed and agreed by the Governing Body November 2023

It is due for review in November 2026

Hayley Francis

Date: November 2023

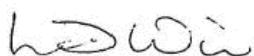
Head Teacher



Lindsay Wise

Date: November 2023

Chair of Governors



Safeguarding and Welfare Requirements; Health

Providers must keep a record of accidents or injuries and first aid treatment on Nursery in a box.

Policy statement

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.

Procedures

Reporting accidents and incidents

- Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:
 - food poisoning affecting two or more children looked after on our premises
 - a serious accident or injury to, or serious illness of, a child in our care and the action we take in response
 - the death of a child in our care

- 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.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.
- We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. 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 or one of my 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 on an accident form and filed 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 reported to our Head teacher and School procedures are followed.

Recording Accidents

- A record is made of all accidents. For Minor accidents we use the Nursery Accident form on Nursery in a box, including date, time, what happened, injuries, treatment given and by whom. Parents will be informed and sent the accident form on Nursery in a box. If a head bump occurs, parents are informed, the child is monitored and a accident form completed on Nursery in a box, in accordance with school policy.
- In the case of a major accident a record is made on the form provided by school.

Serious Incidents

- We have ready access to telephone numbers for emergency services, including the local police.

- Contact numbers for the gas and electricity emergency services, and a carpenter and plumber are available from the school administrator.
- We ensure that staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.
- If an incident occurs before any children arrive, our manager, in consultation with the Head Teacher risk assesses this situation and decides if the premises are safe to receive children. We may decide to offer a limited service or to close the setting
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in the School Fire Safety and Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.
- If a crime may have been committed, we ask all adults witness to the incident make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.
- We keep a record of major incidents, including some of those that are reportable to the Health and Safety Executive.
- These incidents include:
 - a break in, burglary, or theft of personal or our setting's property
 - an intruder gaining unauthorised access to our premises
 - a fire, flood, gas leak or electrical failure
 - an attack on an adult or child on our premises
 - any racist incident involving children, families or staff on the setting's premises
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises
 - the death of a child or adult
 - a terrorist attack, or threat of one

Recording incidents

- On the incident form 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, is also recorded.
- In the 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 and Emergency Evacuation Policy will be followed and our 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 our premises, the emergency services are called and the advice of these services are followed.

- As required under the *Common Inspection Framework*, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.

Legal framework

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