



Accident and Incident Reporting Policy

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St Francis Nursery is committed to providing a safe and secure environment for all children, staff, and visitors. This policy outlines the procedures for reporting, investigating, and recording all accidents and incidents that occur within the nursery premises or during nursery-organised activities. This policy should be read in conjunction with CCS safeguarding and First Aid and Medicines policies.

1. Introduction and Purpose

The primary purpose of this policy is to ensure the health, safety, and welfare of all individuals within the nursery. By establishing clear procedures for reporting and investigating accidents and incidents, we aim to:

- Minimise risks and prevent recurrence.
- Comply with all relevant legislation and regulatory requirements, including the Early Years Foundation Stage (EYFS) Statutory Framework, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and Data Protection (GDPR) regulations.
- Maintain accurate records for monitoring and accountability.
- Promote a culture of safety and continuous improvement.

2. Scope

This policy applies to:

- All children attending St Francis Nursery.
- All staff members (employees, volunteers, temporary staff).
- All visitors (parents/guardians, contractors, agency staff, inspectors).
- All accidents and incidents occurring on nursery premises, during outings, or at any location where children are under the supervision of nursery staff.

3. Definitions

- **Accident:** An unplanned event that results in injury, ill-health, or damage to property. This includes slips, trips, falls, cuts, burns, minor abrasions, and more serious injuries.
- **Incident:** An unplanned event that did not result in injury, ill-health, or damage in this instance, but had the potential to do so (a 'near miss'), or a non-injury event that requires formal recording (e.g., challenging behaviour, loss of property, unauthorised person on premises, missing child incident).
- **Near Miss:** An event that could have caused harm or damage but didn't. Reporting near misses is crucial for preventing future accidents.

4. Reporting Procedures

4.1 Immediate Action

Upon discovery of an accident or incident, the priority is to ensure the safety and well-being of those involved:

1. **Assess the Situation:** Ensure immediate danger is removed or managed.
2. **Administer First Aid:** Provide appropriate first aid by a qualified first aider, if required.
3. **Seek Medical Attention:** For serious injuries, call emergency services (999) immediately. Inform the Nursery Manager or a designated senior staff member without delay.
4. **Ensure Safety:** Secure the area if necessary to prevent further harm.

4.2 Recording and Documentation

All accidents and incidents, no matter how minor, must be recorded.

A. Accident Form:

- I. Completed by the staff member who witnessed or was first on the scene.
- II. Must be completed as soon as possible after the event, and definitely within the same day.
- III. Parents/guardians **must** be informed of all accidents involving their child on the day the accident occurred, usually at collection time. For head injuries or significant injuries, parents will be contacted immediately by phone.

- IV. Parents/guardians are required to read the completed form and sign it, acknowledging that they have been informed. A copy will be provided to them, and the original will be kept in the child's confidential file.

B. Incident Form (for Children):

- I. Completed for non-injury events involving children (e.g., behavioural incidents, near misses, lost property).
- II. Parents/guardians must be informed as appropriate to the nature of the incident.

C. Accident/Incident Form (for Staff/Visitors):

- I. Completed by the individual involved or a witness, and the Nursery Manager.
- II. These forms are kept securely by the Nursery Manager.

4.3 Informing Parents/Guardians

- **Minor Accidents (e.g., small bumps, grazes):** Parents/guardians will be informed at collection time. The accident form will be completed, and parents will be asked to sign it and receive a copy.
- **Head Injuries (even minor ones) or Significant Accidents:** Parents/guardians will be contacted immediately by phone. The accident form will be completed, and parents will be asked to sign it and receive a copy upon collection. Medical advice may be sought if staff deem it necessary.
- **Incidents:** Parents/guardians will be informed as appropriate, depending on the severity and nature of the incident (e.g., for behavioural incidents, a conversation and potential incident form completion will occur).

4.4 Reporting to External Agencies

The Nursery Manager is responsible for external reporting.

1. Ofsted (Office for Standards in Education, Children's Services and Skills):

- a. The nursery is required to notify Ofsted of any serious accident, injury, or incident to a child or adult.
- b. This includes (but is not limited to):
 - i. Death of a child or staff member.

- ii. Any serious injury or illness to a child or staff member requiring professional medical treatment (e.g., hospital admission, stitches, broken bones).
 - iii. Food poisoning affecting two or more children.
 - iv. Allegations of serious harm or abuse against a child.
 - v. A child going missing.
 - vi. Any serious incident where the safety of children is compromised (e.g., fire, flood, structural collapse).
- c. Notification to Ofsted must be made as soon as is reasonably practicable, but **no later than 14 days** after the incident. This is typically done via the Ofsted online portal.

2. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013):

- d. Certain serious workplace accidents, occupational diseases, and dangerous occurrences must be reported to the Health and Safety Executive (HSE) under RIDDOR.
- e. This applies to staff and visitors, and in some circumstances, children.
- f. Reportable incidents include:
 - i. Deaths.
 - ii. Specified injuries (e.g., fractures, amputations, serious burns, injuries requiring hospitalisation for more than 24 hours).
 - iii. Over-seven-day incapacitation (an injury preventing a worker from performing their normal work for more than seven consecutive days).
 - iv. Occupational diseases.
 - v. Dangerous occurrences (near misses that have a high potential for serious harm, e.g., collapse of scaffolding, gas leaks, explosion).
- g. The Nursery Manager will assess each serious accident/incident to determine if it is RIDDOR reportable and will make the report via the HSE online portal.

3. Local Authority (Tower Hamlets Children's Services):

- h. The nursery will inform Tower Hamlets Local Authority Safeguarding Team in cases of serious safeguarding concerns or allegations of abuse against a child or staff member, in line with the nursery's Safeguarding Policy.

5. Investigation

All accidents and incidents will be investigated by the Nursery Manager or a designated senior staff member to:

- Establish the facts and circumstances leading to the event.
- Identify immediate and underlying causes (e.g., faulty equipment, inadequate supervision, unsafe practice, environmental hazards).
- Determine what actions are necessary to prevent recurrence.
- Review existing risk assessments and update them if necessary.
- The findings of the investigation will be documented and actions implemented.

6. Review and Learning

- The Nursery Manager will regularly review accident and incident records to identify trends, common causes, and areas for improvement.
- This information will be used to update risk assessments, modify procedures, provide additional training, and implement preventative measures.
- This policy will be reviewed annually, or sooner if there are any significant changes in legislation, regulatory requirements, or internal practices.

7. Confidentiality

All accident and incident records are confidential and will be stored securely in accordance with Data Protection (GDPR) regulations. Information will only be shared on a 'need-to-know' basis or as required by law (e.g., to Ofsted, HSE, Local Authority).

8. Responsibilities

- **Nursery Manager:**
 - Overall responsibility for health and safety within the nursery.
 - Ensuring staff are trained in reporting procedures and first aid.
 - Overseeing the completion, review, and secure storage of all accident and incident forms.
 - Investigating accidents and incidents.
 - Liaising with parents/guardians and external agencies (Ofsted, HSE, Local Authority).
 - Implementing preventative measures and reviewing the policy.

- **All Staff Members:**
 - Taking immediate action to ensure safety following an accident/incident.
 - Administering first aid as required.
 - Accurately completing accident/incident forms as soon as possible after an event.
 - Reporting near misses.
 - Cooperating with investigations.
 - Adhering to all health and safety procedures.

- **Parents/Guardians:**
 - Providing accurate and up-to-date contact information.
 - Reading and signing accident forms when required.
 - Informing the nursery of any pre-existing medical conditions or allergies affecting their child.