****

**The Little Firefly Accident and Incident Policy**

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 The Little Firefly’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. This also applies on outings/excursions (see Sickness, Medicines and Emergency Treatment Policy). 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 monthly by the Nursery Manager 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 Nursery owner to ensure appropriate adjustments are made.

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 at the end of the session when we ask parents/carers to sign the record form (for confidentiality only one page per child, per accident or incident is used when recording events). All accidents and incidents are brought to the attention of the appropriate persons/bodies.

Accident Reporting and Recording

All staff and volunteers know where the Accident Folder is kept and how to complete it. 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 • any witnesses (including contact details of the witnesses) if applicable;

• the name and signature of the staff member who dealt with the accident, any witnesses (if applicable) and a countersignature by the parent when the child is collected.

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. The existing injury is recorded on the existing injury form and these are then kept in the child’s file. Pre-existing injury forms are regularly reviewed in line with our Safeguarding procedures.

Incident Reporting and Recording

Incidents are recorded in an Incident Report and are then filed in the “Incident Folder”. This includes incidents that are link to Health and Safety concerns.

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 Nursery Owner must be informed 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, including times when we are off the premises eg an outing, as well as any other person suffering such an incident whilst on our premise.

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:

Tel: 01296 383 962

Out of hours contact: 08009 997 677

Email: secure-cypfirstresponse@buckscc.gov.uk

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) for a full list of reportable diseases;

• dangerous occurrences – where something happens that does not result in an injury, but could have done.

Any of the above requires form F2508 to be completed, as soon as possible, normally within 10 days of event of knowledge.

**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**

The Little Firefly Accident report form 

*An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.*

**Child and accident**

Child’s name:

Date of accident

Time of accident am / pm

**Accident and Injury**

Area where accident

occurred:

Injury sustained? Use picture

below to aid description

Description of how accident

occurred

Care giver response and

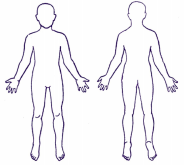
description of any medical

treatment

Hospital required? Yes / no

Please describe any other

action.



**Parental contact**

Parent contacted immediately? Yes / no

Name of parent contacted

Who contacted parent?

How was parent contacted Phone / Email / Report / Other Time parent contacted am / pm

Operations Manager contacted Yes / No

Time Operations Manager was

contacted

**Caregiver**

Key caregiver supervising

Signature

Date

Manager

**Parent/carer review** Parent name

Signature

Date

Ofsted Notified:

RIDDOR notified:

Please talk through the accident with the parent/carer and ensure they are happy before asking them to sign. Ask if the parent/carer would like a copy of the accident report form, provide if requested and then file this copy in the Accidents folder.

The Little Firefly Incident report form

*An incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.*

**Child and incident**

Child’s name:

Date of incident:

Time of incident: am / pm

**Injury/Incident**

Area where incident occurred:

Injury sustained? Use picture

below to aid description

Description of how incident

occurred

Care giver response and

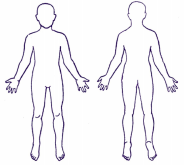
description of any medical

treatment

Hospital required? Yes / no

Please describe any other

action.



**Parental contact**

Parent contacted immediately? Yes / no

Name of parent contacted

Who contacted parent?

How was parent contacted Phone / Email / Report / Other Time Parent contacted

am / pm

Operations Manager contacted Yes/ No

Time Operations Manager was

contacted

**Caregiver**

Key caregiver supervising

Signature

The Little Firefly

Date

Manager

**Parent/carer review** Parent name

Signature

Date

Ofsted Notified:

RIDDOR notified:

Please talk through the accident with the parent/carer and ensure they are happy before asking them to sign. Ask if the parent/carer would like a copy of the accident report form, provide if requested and then file this copy in the Accidents folder.

**The Little Firefly**

**Existing Injury form -** *To be completed by parent/carer when a child is brought into the setting with an existing injury.*

**Child and injury**

Child’s name:

Date of injury:

**Accident and Injury**

Injury sustained? Use picture

below to aid description

Description of how injury

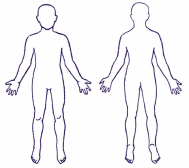
occurred

Care giver response and

description of any medical

treatment

Hospital required? Yes / no



Parent name

Signature

Date

Educator Signature