



Accident and Incident Policy

Date created: July 2019

We are committed to reviewing our policy and practise annually.

*Reviewed July 2020 CSH Amended Aug 2021 CSH reviewed Aug 2022 CSH
Aug23 CSH Aug24 CSH Aug25 CSH*

Aim

We want to ensure that the learners 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.

Definitions

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

An incident is any happening, event or occurrence that disturbs the normal proceedings and could result in injury, damage or loss.

Accident and Incident Response Procedure

- It is Woodland Nurture's policy that all Forest School Leaders already hold or will complete outdoor first aid training and/or Paediatric First Aid within three months of commencing employment.
- 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.
- We try to make sure all injuries and incidents 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

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 where the Accident Folder is kept and how to complete it. The folder is reviewed at least quarterly to identify any trends or recurring causes of injuries, potential or actual hazards.

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 whom;
 - 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.

Incident Reporting and Recording

Incidents are recorded in an Incident Report and are then filed in the Incident Folder. This includes incidents that are reportable to the Health and Safety Executive (see below). 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;
- an attack on a participant;

- racism against any participant - these are recorded in a separate Racism Log Book
- death of a child;
- a terrorist attack, or threat of one;
- a stranger on the premises;
- bullying and fighting - bullying is recorded in a separate bullying log book.

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 will be informed.

Notification of serious accident or incident

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 premise 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

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 or off the premises or whilst we are caring for children;
- 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. (online form)

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