



ACCIDENT AND INCIDENT RECORD

We have at least one person who has a current paediatric first aid certificate on the premises, (and on outings) at all times. The First Aid training is approved by the Local Authority and is consistent with guidance set out in the Practice Guidance for the EYFS. The training is for a 12 hour paediatric course and is renewed every 3 years

Accident Records Contain:

- details of any existing injuries that a child arrives with
- 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 (the contact details of witnesses if needed)
- the signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected
- All accidents and injuries where no wound is visible are recorded
- For confidentiality there is only one page per child, per accident or incident.
- We review the accident records regularly to identify any trends or recurring causes of injuries.

Parental permission to get emergency advise or treatment:

- Staff are aware of parent/carers wishes, for example cultural and religious beliefs.
- Contact details of the parents/carers and emergency contacts are on the medical emergency consent form
- Parents/carers are advised of emergency arrangements.





All incidences are recorded in detail. As a team we decide what incidents are, which include bullying, fighting, and any intervention needed. We keep a signed record of all accidents to children, and notify Ofsted of any serious accidents, illness, injury or death of any child whilst in our care and act on any advise given.

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

responsibility as an employer

As an employer I have legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). I will report:

- deaths
- major injuries that happen to anyone on the premises or while I am caring for children off the premises
- injuries that last more than three days – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three 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, go to www.hse.gov.uk/riddor/guidance.htm#disease to see a full list of reportable diseases
- dangerous occurrences – where something happens that does not result in an injury, but could have done.



All incidents will be reported as soon as possible, by calling the Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am and 5pm), or by filling in an online form by going to www.hse.gov.uk/riddor For injuries that last more than three days you must tell the HSE within ten days of the incident happening. Ofsted and Surrey County Council's LADO will be informed about any incidents involving staff as soon as is reasonably possible and always within 14 days of the incident happening.



The information you report enables the HSE and local authority to identify where and how risks arise, and to investigate serious accidents.