



### **3. ACCIDENTS AND EMERGENCIES POLICY**

- The first aid box is kept by the Supervisor's desk for the duration of each session. An additional portable first aid box is taken on all outings. The Health & Safety Officer is responsible for checking the first aid box to ensure the first aid equipment is kept clean, replenished and replaced before items go out of date. Sterile items will be kept sealed in their packages until needed.
- There will be at least one member of staff present on site or on an outing who has up-to-date paediatric training.
- All accidents are recorded by the staff. The staff accident book is stored in the office cupboard. The children's accident book is kept on the Supervisor's desk during session time. The parent/carer of the child involved must be informed and sign the accident book. The full name of the casualty, date and place of the accident, circumstances in which it occurred, nature of injuries, treatment given, whether medical aid was required, and signatures of the person who dealt with the accident and the witness are all to be entered into the book.
- In the case of a serious accident or injury a First Aider present will be informed immediately and will take responsibility for dealing with the child. They will instruct a member of staff to telephone for the child's parent/carer and/or ambulance where necessary. If the injury or illness requires outside medical attention and the parent/carer cannot be contacted, then a member of staff will accompany him/her to hospital. They should take with them the child's medical information and parental consent for emergency medical treatment.
- Ofsted must be notified as soon as possible (and at the latest within 14 days) of any serious accident, illness or injury, or death of any child in Pre-school's care or any adults on the premises and of the action taken in respect of it.
- Any serious accident, injury or illness that occurs must be logged by the Supervisor as an incident. It can then be reviewed to see if any action need be taken to prevent the same thing happening again. Some incidents will require immediate action. (See *Our Pre-school Incident Book* in the 1. Health & Safety Policy)
- The local child protection agencies must also be notified of any serious accident or injury, or the death of any child whilst in the care of the Pre-school, and the Pre-school must act on any advice given.
- Based on RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), the following must be reported to the Health & Safety Executive immediately, using the RIDDOR website at <http://www.hse.gov.uk/riddor/report.htm> or 0845 300 9923:
  - Death – any work related fatality
  - Major Injury – amputation, loss of sight and most fractures
  - Dangerous occurrences – near-misses that do not result in an injury, but could have
  - Injuries to a member of the public – when an incident has caused death or an injury requiring hospital treatment to a person n who is not at work
  - Gas Incidents

- Diseases – a full list is available on <http://www.hse.gov.uk>
- Notification to RIDDOR within 10 days of an injury over 3 day, when an employee is unable to perform their normal duties for more than 3 days

See Appendix 1

<b>Date Updated</b>	<b>Reviewed</b>	<b>Next Review</b>
January 2016		
July 2016		January 2017
	March 2018	March 2019

Chair of the Committee's signature: .....

Supervisor's signature: .....

Deputy's signature: .....

Date: .....

## **Appendix 1**

### **Guidance on what do in the case of serious accidents, illness or death.**

#### **Ofsted Guidance**

**Registered providers must notify OFSTED** or the childminding agency with which they are registered of any serious accident, illness or injury or death of any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. **Providers must also notify the Local Authority Designated officer (LADO). In East Sussex we recommend you do this at the same time.** Providers must act on advice from the LADO. *(Statutory Framework for the EYFS, September 2014)*

#### **LADO Guidance**

Details about the incident must be provided, including where, when and where the incident happened. Personal details, for example, the name and age of the child or children involved; details of any other people involved, must be given to the LADO. You may be asked to put the information in writing. A record of all information given, whether by telephone or in writing, will be kept on record. This information may be shared with other agencies that have duties in relation to the incident, such as local authority environmental health departments.

If you are on the Early Years Register you are committing an offence by not notifying Ofsted within 14 days, unless you have a reasonable excuse.

If you are on the Childcare Register, it not an offence, but failing to notify Ofsted would be taken into account in making any decisions about your continued registration, if it was brought to Ofsted's attention.

#### **You must notify OFSTED and the LADO about:**

- the death of a child whilst in your care, or later, as the result of something that happened while the child was in your care
- death or serious accident or serious injury to any other person on your premises (Childcare Register only)
- serious injuries (please see the section below for the definition of serious injuries)
- where a child in your care needs to go to an Accident and Emergency Department of a hospital (and requires hospitalisation for more than 24 hours), either directly from your provision or later, as the result of something that happened while the child was in your care
- any significant event that is likely to affect your suitability to care for children.

#### **Serious injuries are defined as:**

- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple pain killers
- acute confused state
- persistent, severe chest pain or breathing difficulties

- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

**Please note this not a fully comprehensive list. East Sussex County Council advice is to notify Ofsted and the LADO if you are in any doubt.**

**You are not required to inform Ofsted of minor injuries**, but you must keep a record of these incidents. You are also not required to inform Ofsted of general appointments to hospital or routine treatment by a doctor, such as the child's general practitioner, that is not linked to, or is a consequence of, a serious accident or injury.

**Minor injuries are defined as:**

- sprains, strains and bruising
- cuts and grazes
- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest.

Advice from East Sussex County Council, Early Years Improvement Team (EYIT) and East Sussex County Council Local Authority Designated Officer (LADO), via Single Point of Advice (SPOA).

For any further advice and guidance on any safeguarding issues in the Early Years Foundation Stage (EYFS) please contact the Early Years Improvement Team (EYIT) on 01323 463026.

For any LADO advice please contact 01323 464222, via SPOA.

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