

# Nene Art School C.I.C.

## Accidents/Incidents Policy

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting and record keeping of accidents and incidents.

Sometimes minor accident may happen during the day. If your child has an accident the details of what happened and any resulting treatment will be recorded in duplicate in our accident or incident book. A copy of this will be given to you when you collect your child that day.

If a child should require a doctor or hospital treatment we will contact you immediately so please keep your own and emergency contact details up-to-date by informing the manager or key worker of any changes.

### **Accident:**

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.

### **Incident:**

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.

### ***Dealing with an accident or incident:***

**We keep written records of all accidents, incidents or injuries to a child together with any first aid treatment given.**

An Accident/ Incident Report is completed by the member of staff who witnessed the event.

The following information is recorded on the Accident/ Incident Report:

1. Whether it is an accident or incident being reported
2. Full name of child
3. Child's date of birth
4. Date of accident or incident
5. Time of accident or incident
6. Name and signature of person who dealt with the accident or incident
7. Description of accident or incident
8. Description of care given
9. Name of person who gave care (this must be a Paediatric First Aid qualified member of staff)
10. Description of injury (if applicable)
11. Position of the injury illustrated on the body map
12. Witness signature (only if witnessed)
13. Counter signature (must be a qualified practitioner)
14. Signature of parent or carer

It is then the member of staff's responsibility who saw the event and completed the form to ensure that the parent or carer is informed about the accident or incident and the report is signed by that parent or carer on the day that the accident occurred. (The name of any other child involved in an accident or incident must remain confidential).

***\*In the event of an Accident/ Incident Report not being signed by a parent or carer on the same day the staff member who completed the form must inform the manager who will immediately inform the parent or carer by telephone of the accident or incident, making a note of the time***

**and date of the call on the Accident/ Incident Report. The Accident/ Incident Report must be signed by the parent or carer at the next possible opportunity\***

If the accident, incident or injury has not been witnessed by a member of staff or other adult, then the member of staff dealing with the accident must gain an account of what happened from the child, and any other children, if they are able to verbalise this or communicate in any other way. The member of staff must record the child's account of events on the Accident/ Incident Report and clearly state that the accident was not witnessed.

The accident/incident form is then kept in an accident/incident folder to be accessed and reviews when necessary to help:

1. Review how many accidents or incidents happen in a term.
2. What types of accidents or incidents occur.
3. Identify any potential or actual hazards.
4. Identify any patterns in children having a higher rate of accidents or incidents.

We regularly review the Accident/ Incident File to ensure that any issues are addressed.

#### ***Dealing with Prior Accidents or Incidents to Children:***

- A "Prior Accident or Incident" is an accident or incident that happened outside the setting that has caused an injury or the seeking of medical advice.
- A Prior Accident/ Incident Report is completed by the parent or carer each time they notify a member of staff about an accident or incident which has not happened in pre-school. The report is signed by the parent or carer and countersigned by a qualified practitioner.

The following information is recorded on the Prior Accident/ Incident Report:

1. Whether it is an accident or incident being reported
2. Full name of child
3. Child's date of birth
4. Date of accident or incident
5. Time of accident or incident
6. Description of accident or incident
7. Description of care given
8. Description of injury (if applicable)
9. Position of the injury illustrated on the body map
10. Signature of parent or carer
11. Counter signature (must be a qualified practitioner)

#### ***Dealing with injuries to children that have not been notified to the setting by the parent or carer and that have not happened in the setting:***

The above procedure applies but with the following change:

1. If we have not been informed of a prior accident or incident by a parent or carer and an injury is noticed during a session, the parent or carer will be notified by a member of staff when they collect their child from the setting.
2. The parent or carer will be asked to complete and sign a Prior Accident/ Incident Report by the member of staff who handed the child over.

#### ***Reporting of Accidents or Illness:***

We report Accidents and Illness if appropriate to the following:

**Local child protection agencies - RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) or HSE (Health and Safety Executive) are notified as soon as possible, but at least within 14 days, of any instances which involve:**

- food poisoning affecting two or more children looked after on our premises;
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response;
- the death of a child in our care.

**Local child protection agencies** are informed of

1. any serious accident, illness or injury to, or the death of any child while in our care and we act on any advice given by those agencies.

**The local Environmental Health Department** is informed of any:

1. food poisoning affecting two or more children or adults on our premises.

**The Health and Safety Executive (HSE):** –

1. Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.
2. Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
3. Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days.
4. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our "Accident Book"
5. When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
6. Any death, of a child or adult, that occurs in connection with a work-related accident.

**Staff accident /incidents should follow the same guidelines but accidents should be recorded in the Staff Accident Report Book.**

**Head Injury Protocol:**

**A minor bump:**

A minor bump to the head is common in children. If a child is asymptomatic (i.e. there is no bruising, swelling, abrasion, mark of any kind, dizziness, headache, nausea or vomiting) and the child appears well, then the incident will be treated as a 'bump' rather than a 'head injury'.

***Action to be taken in the preschool for a 'Bump' to the head:***

- Child to be assessed by a First Aider – apply cold compress.
- If a child is asymptomatic, complete the accident form thoroughly for parents.
- Report to manager.
- Manager to observe – If child begins to display Minor Head injury symptoms, follow Actions to be taken detailed below (if unsure, always consult a colleague).
- Head injury advice letter sent home and noted on accident form

**Minor head injury:**

Minor Head Injury – no loss of consciousness.

A minor head injury often just causes bumps, swellings or bruises on the exterior of the head.

Other symptoms Include:

- Nausea
- Mild headache
- Tender bruising or mild swelling of the scalp
- Mild dizziness

***Action to be taken in school for a 'Minor Head Injury':***

- Ice pack/cold compress to swelling
- Observation
- Accident form to be completed
- Report to manager
- Parent informed by phone call
- Head injury advice letter sent home and noted on accident form

**Severe Head Injury:**

Severe Head Injury – loss of consciousness.

A severe head injury will usually be indicated by one or more of the following symptoms:

- Unconsciousness briefly or longer
- Difficulty in staying awake
- Seizure
- Slurred speech
- Visual problems
- Difficulty in understanding what people are saying
- Balance problems
- Loss of power in arms/legs/feet
- Pins & needles
- Amnesia
- Leakage of clear fluid from nose or ears
- Bruising around eyes/behind ears

***Action to be taken for major head injury:***

- Perform necessary first aid
- if it is suspected that there is a neck injury do not move the child




- CALL 999 FOR AMBULANCE
- Notify parent by phone
- Complete accident form

## Head Injury Advice Sheet

Advice for parents and carers of children



### How is your child?

 <p><b>RED</b></p>	<p>If your child has any of the following during the next 48 hours:</p> <ul style="list-style-type: none"> <li>■ Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)</li> <li>■ Becomes confused or unaware of their surroundings</li> <li>■ Loses consciousness, becomes drowsy or difficult to wake</li> <li>■ Has a convulsion or fit</li> <li>■ Develops difficulty speaking or understanding what you are saying</li> <li>■ Develops weakness in their arms and legs or starts losing their balance</li> <li>■ Develops problems with their eyesight</li> <li>■ Has clear fluid coming out of their nose or ears</li> <li>■ Does not wake for feeds or cries constantly and cannot be soothed</li> </ul>	<p><b>You need urgent help</b></p> <p>Go to the nearest Hospital Emergency (A&amp;E) Department or phone 999</p>
 <p><b>AMBER</b></p>	<p>If your child has any of the following during the next 48 hours:</p> <ul style="list-style-type: none"> <li>■ Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen)</li> <li>■ Develops a worsening headache</li> </ul>	<p><b>You need to contact a doctor or nurse today</b></p> <p>Please ring your GP surgery or call NHS 111 - dial 111</p>
 <p><b>GREEN</b></p>	<p>If your child:</p> <ul style="list-style-type: none"> <li>■ Is alert and interacts with you</li> <li>■ Vomits, but only up to twice</li> <li>■ Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping</li> </ul> <p>If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.</p>	<p><b>Self Care</b></p> <p>Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 – dial 111</p>

### How can I look after my child?

- Ensure that they have plenty of rest initially. A gradual return to normal activities/school is always recommended.
- Increase activities only as symptoms improve and at a manageable pace.
- It is best to avoid computer games, sporting activity and excessive exercise until all symptoms have improved.

[www.what0-18.nhs.uk](http://www.what0-18.nhs.uk)

This guidance is written by healthcare professionals from across Hampshire, Dorset and the Isle of Wight

NENE ART SCHOOL C.I.C.  
Mob.: 07377703749, e: neneartschool@gmail.com

## Child Accident Report

Accident happened to:  Parent Copy  Paper  Email

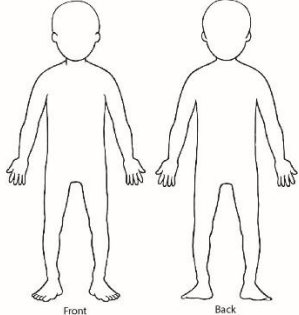
Child's full name: \_\_\_\_\_ DOB: \_\_\_\_\_

Specific accident information

Accident's date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Description of how accident occurred: \_\_\_\_\_

Body Map Form



Description of an injury: \_\_\_\_\_

Action taken: \_\_\_\_\_

Person administered first aid: \_\_\_\_\_

Whitnessed by another member/-s of staff: \_\_\_\_\_

Parent/carer informed:  in person  by phone  by email  by text

Name of parent/carer informed: \_\_\_\_\_

Date and time when parent/carer informed: \_\_\_\_\_

How accident could be prevented? \_\_\_\_\_

Is there a need to contact Diseases and Dangerous Occurrences Regulations (RIDDOR) or the Health & Safety Executive (HSE)?  No  Yes, RIDDOR  Yes, HSE

Person's filling this form name and role: \_\_\_\_\_ Date: \_\_\_\_\_

DSL's name and signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer's name: \_\_\_\_\_

Parent/Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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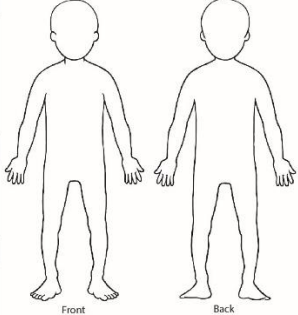
Child's full name: \_\_\_\_\_ DOB: \_\_\_\_\_

Specific accident information

Accident's date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Description of how accident occurred: \_\_\_\_\_

Body Map Form



Description of an injury: \_\_\_\_\_

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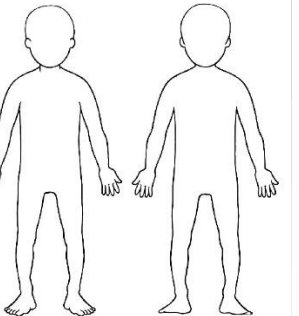
Child's full name: \_\_\_\_\_ DOB: \_\_\_\_\_

Specific incident information

Incident's date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Description of how incident occurred: \_\_\_\_\_

Body Map Form



Description of an injury if there is any: \_\_\_\_\_

Action taken: \_\_\_\_\_

Person administered first aid: \_\_\_\_\_

Whitnessed by another member/-s of staff: \_\_\_\_\_

Parent/carer informed:  in person  by phone  by email  by text

Name of parent/carer informed: \_\_\_\_\_

Date and time when parent/carer informed: \_\_\_\_\_

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Person's filling this form name and role: \_\_\_\_\_ Date: \_\_\_\_\_

DSL's name and signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer's name: \_\_\_\_\_

Parent/Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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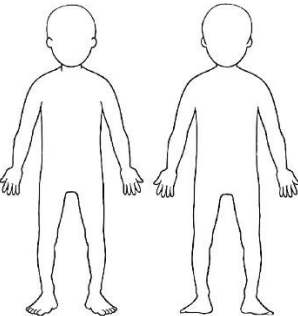
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Body Map Form



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