



## **Accident and Incidents Policy**

Whenever we say parents in this document we mean parents and carers and whenever we say child we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with special needs).

At least one person who has a current paediatric first aid certificate must be on your premises at all times when children are present (see illness and injury policy guidance). There must be at least one person on outings who has a current paediatric first aid certificate.

First aid training must be:

- approved by Surrey County Council
- consistent with guidance set out in the Practice Guidance for the Early Years Foundation Stage
- a minimum of 12 hours
- renewed every three years

### **Accident records**

Accident records should contain:

- name, age, gender, address of person concerned
- details of any existing injuries that a child arrives with, including bumps and bruises
- the time, date and nature of any accident
- details of the children affected
- a written description of the type and location of any injury and a body map
- the action taken at the time, any action taken later and who did what

### **Accident and incident procedure**

Policies and procedures guidance 2018

- the circumstances of the accident, names of any adults and children involved and any witnesses (you may need the contact details of the witnesses)
- the signature of the staff member who dealt with the incident, any witnesses and a countersignature by the parent when the child is collected.
- Camp Glide will also record incidents where no wound is visible (especially head injuries), as symptoms may become apparent only after the event e.g. concussion.
- Camp Glide will review accident records regularly to identify any trends or recurring causes of injuries.

### **Emergency medical advice or treatment**

As part of attending Camp Glide, Camp Glide will always act in the best interest of a child when it comes to receiving emergency medical attention. We will always contact parents/guardians when necessary. Parents should provide Camp Glide with relevant information regarding their child's medical needs.

#### **Process:**

- Parents should inform Camp Glide of parental wishes, for example cultural and religious beliefs. Staff will then be informed via our registration system.

#### Procedures are in place in case of emergencies:

- An initial assessment is performed by a trained member of staff.
- Appropriate treatment is given to the victim. If necessary giving treatment or calling the emergency services.
- Extra staff will escort children away from the area and supervise them.
- The incident/accident will be recorded and investigated in line with our Health and Safety policy.
- Our procedures will be reviewed each season, or when the need is apparent.
- Parents are told about emergency arrangements.

### **Incident records**

All incidents should be recorded in detail. As a team and/or committee you must decide what incidents are. These should include:

- ❖ bullying and fighting for older children, and any intervention that was used
- ❖ an extreme reaction to a common situation e.g. hysterical response to thunder
- ❖ a developmental achievement – a child becoming able to reach a door handle

#### The staff member records the incident, these should include:

- the child's name
- the time and location of the incident
- what triggered the incident
- the nature of the incident
- other people involved
- witnesses
- how the situation was handled
- what form of restraint was used and any consequences

Camp Glide must keep a signed record of all accidents and incidents that happen to children. An Ofsted inspector may look at your records of significant accidents and incidents so they all need to be signed by the parent. For confidentiality there should only be one page per child, per accident or incident.

### **Reporting accidents and incidents**

The law is slightly different depending on whether you are on the Early Years Register or the Childcare Register.

If you are on the Early Years Register Camp Glide must tell Ofsted about any accident, injury or death that happens to a child while that child is on your premises and in your care. You do not have to tell Ofsted if:

- an adult has an incident on your premises
- a child has an incident on your premises but they are not in your care at the time, for example they have been picked up by their parent and they are leaving your premises
- an adult or child has an incident off your premises, such as on an outing.

If you are registered on the Childcare Register Camp Glide must tell Ofsted about any death of, or serious accident or serious injury to a child or any other person on your premises and whether or not the child is in your care.

If you are on the Early Years Register Camp Glide may want to follow the Childcare Register requirements. If a serious accident, injury or death happens on your premises and Ofsted are told by someone else, they will contact you to find out if it involved a child in your care, regardless of which register you are on. The law does not require you to, but we also advise you to tell Ofsted about any incidents that happen off your premises, such as on an outing. If someone else tells Ofsted about such incidents, they will investigate to see if you were complying with all other requirements at the time.

Camp Glide must tell Ofsted if:

- a child dies on your premises, or as a result of something that happened while the child was in your care regardless of where they are when they die
- an adult dies or has a serious accident or injury while on your premises (Childcare Register only)
- a child in your care is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from your premises, or later, as the result of something that happened while the child was in your care
- there is any significant event which is likely to affect your suitability to care for children.

For definitions of serious and minor injuries download the Ofsted factsheet 'Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies'. Go to [www.ofsted.gov.uk](http://www.ofsted.gov.uk) and type reference number 110009 into the search box.

Camp Glide must also tell Surrey County Council's local authority child protection designated officer (LADO) about any serious accident, injury to, or death of a child whilst in your care by calling 01372 833833 or 01372 833895. You must also act on any advice given. [PROTECT]

#### Camp Glide's responsibility as an employer:

As an employer, a person who is self-employed, or someone who is in control of work premises, you have legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

#### Camp Glide must 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 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](http://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.

Incidents are 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](http://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.

Camp Glide must tell Ofsted and Surrey County Council's LADO 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.

Useful resources and websites:

- The law that sets out your responsibilities is the Childcare Act 2006 and linked regulations. The specific regulation setting out serious accidents and injuries is The Childcare (General Childcare Register) Regulations 2008 (2008 No. 975): [www.legislation.gov.uk/uksi/2008/975/contents/made](http://www.legislation.gov.uk/uksi/2008/975/contents/made)
- A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
Available to download or buy from [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
- Surrey Safeguarding Children Board (SSCB) Manual of child protection guidelines.  
[www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)
- Ofsted [www.ofsted.gov.uk](http://www.ofsted.gov.uk)  
**0300 123 1231**  
**Piccadilly Gate, Store Street, Manchester, M1 2WD**
- RIDDOR [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)  
0845 300 99 23
- Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG