

Accidents and Incidents

Child protection and behavioural matters between children are not regarded as “incidents”. See the appropriate policy for more information.

We meet our legal requirements for the safety of our employees and children by following the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents, incidents and injuries.

Preparing for an accident or incident

- By each telephone there is a list of local numbers which may be needed in case of an incident, including local emergency services
- Our accident files and children’s contact details are kept in relevant rooms and are easily accessible by all staff members
- Our incident book is kept securely in the office and is accessible to the owner and manager
 - We record serious incidents involving staff and children, as decided by the owner/manager
- On starting at the setting all parents are asked to sign a permission form allowing staff to take their child to the local accident and emergency department

When and accident/incident occurs

- Staff will use the flowchart on page 2 when dealing with an incident

Following an accident/incident

- If deemed necessary by the owner/manager, a staff meeting will be held to discuss the accident/incident to develop learning points
- Staff are always welcome to seek support from the owner/manager following such events
- Ofsted is notified of any injury that occurs at Dinton Pre-School which requires treatment by a doctor, or the death of any individual which occurs on Dinton Pre-School property
- As required under the Education Inspection Framework, the manager maintains a summary of all accidents, incidents, poor behaviour, discrimination and complaints.

First Aid

- The first aid box is located in the kitchen and is kept out of reach of children
 - Each classroom has a mini first aid kit
- The owner is responsible for ensuring the first aid kits are in date and suitable for the setting
- All staff who work with the children are paediatric first aid trained
- The staff board shows parents which staff members have up to date training
- A Medical Information Sheet is displayed in the kitchen and each room, and a copy is given to all staff so that they are aware of medical issues and allergies
- If the staff member does not feel comfortable s/he should ask for help from the owner or manager
- Staff members should always wear Personal Protective Equipment when administering first aid

Accident/Incident Flow Chart

