

Recording & Reporting Accidents Policy



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Review Date	September 2027
Reviewer	Alison Lapihuska / Liam Donovan

Policy

Accidents/incidents can be very distressing for anyone involved, so at Longwood School and Nursery we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

It is the responsibility of the manager or person in charge for ensuring that accidents are reported to Ofsted and HSE within statutory timescales.

Procedure

Our accident records:

- are kept in a safe and secure place
- are accessible to our staff and volunteers, who all know how to complete them;
- and are reviewed at least half termly to identify any potential or actual hazards

Accident records

The accident form should be completed for each injury / accident. Accident records should contain:

- Details of any existing injuries a child arrives with, including bumps and bruises, recorded on Accident out of Longwood form
- The date, time and nature of any accident or injury that occurs at the nursery, recorded on Accident out of Longwood form.
- The full name of the child or children affected
- A clear written description of the type and location of any injury, supported by a body map completed on Famly
(*children must not be undressed and photographs of injuries must not be taken*)
- Details of the immediate action taken, any follow-up action and who carried these out
- All head injuries must be reported to parents immediately
- Parents must be informed on the same day of any accident or injury and must acknowledge the record electronically via Famly
- Parents must acknowledge the accident record on Famly even if they have already been informed verbally or by telephone
- The circumstances of the accident, including the names of any adults and children involved and any witnesses
- The name and electronic signature of the staff member who dealt with the incident and any witnesses, with parental acknowledgement via Famly

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- Once completed, accident data is automatically logged within Famly's accident tracker and reviewed by management monthly. Where patterns or trends are identified, an action plan is implemented to reduce the risk of recurrence
- All completed accident and injury records are securely stored within the child's individual Famly profile, in line with data protection requirements

Accident and injury records are reviewed and analysed monthly by management to identify patterns, trends or recurring hazards. Where concerns are identified, appropriate action is taken, including updating risk assessments, adapting practices, and implementing control measures to reduce the risk of further accidents and promote the ongoing safety and wellbeing of children, staff and visitors.

Reporting accidents and incidents

Minor injuries (cuts, grazes, bruises, minor burns, etc.) are recorded but not reported to Ofsted, unless hospital treatment over 24 hours is required.

Ofsted must be notified as soon as possible, but at least within 14 days, of any instances which involve:

Serious injuries, accidents and illnesses

You must tell Ofsted about any of the following:

- anything that requires resuscitation.
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

Ofsted must be informed if a child suffers any loss of sight, whether it is temporary or permanent. You must also tell us about any:

- penetrating injury to the child's eye
- chemical or hot metal burn to the child's eye

Substances and electricity

If a child in our care suffers any injury from, or requires medical treatment for, any of the following situations Ofsted must be informed:

From absorption of any substance:

- by inhalation
- by ingestion
- through the skin
- from an electric shock or electrical burn
- where there is reason to believe it resulted from exposure to:
 - a harmful substance
 - a biological agent
 - a toxin
 - an infected material

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Further information regarding notification to Ofsted can be found in our 'Notifications to Ofsted policy'.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Reporting to RIDDOR

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. RIDDOR applies in nurseries, in accordance with the Health and Safety at Work Act (1974), all employers have a duty to protect the health, safety and welfare of those working for them.

All schools, nurseries and other childcare settings have a duty to provide a safe environment, in which children can learn and play without risk of harm. However, it remains that accidents can happen, and some of these are RIDDOR reportable.

Under RIDDOR, there are seven major categories of injuries, diseases and dangerous occurrences. We report to the Health and Safety Executive (HSE):

- 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.
- 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.
- 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. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
- When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
- Any death, of a child or adult, that occurs in connection with a work-related accident.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.
- Any dangerous occurrence is recorded on an incident form (non child).

Accidents must be reported by the responsible person within 10 days. In situations regarding an injury over seven days, you have 15 days. Incidences of exposure to occupational diseases should be reported as soon as the person has received their diagnosis.

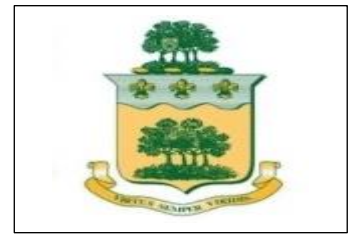
All reports can be reported here: <https://www.hse.gov.uk/riddor/report.htm>

Further guidance

RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor
Ofsted- Reporting Serious Incidents

Linked Policies

Recording & Reporting Accidents Policy



First Aid Policy

Critical Incident Policy