

# ***Accident and Incident Policy and Procedures***



## **Aim**

The aim of this policy is to outline procedures to deal with any incident or accident related to the pre-school in a calm, professional and methodical manner. The accident and incident policy and procedures support our safeguarding and child protection policies, and support our health and safety measures for everyone at the pre-school – staff, children, visitors, and volunteers/management.

## **Incidents and Accidents**

Where an incident or accident occurs within the pre-school premises, or during a pre-school outing we will ensure that the necessary steps are taken to deal with the incident or accident while maintaining the safety of the children as our prime priority. 'Incidents' include, but are not limited to the following (each is covered in greater depth in this and related policies):

1. Death of a child
2. Fire at the pre-school premises;
3. Break-in, burglary or theft of personal or the pre-school's property;
4. Vandalism to pre-school property or at the pre-school premises;
5. Violence or assault/attack to a member of staff, parent/visitor or volunteer on the premises;
6. Critical Incident – any short notice incident not fitting the above

An Accident and Incident Drill which summarizes the procedures is posted on the pre-school notice board. We keep an incident book for recording incidents, and an accident book for recording accidents including those that are reportable to the Health and Safety Executive. Under RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) we will report any incidents resulting in injury, or any dangerous occurrences which could have resulted in injury or fatality or any other dangerous occurrence as fits the definition of an 'incident'.

Our incident book will record the incident circumstances and description, the time and date of the incident, the names of persons involved and signatures of those involved/present.

## **Dealing with an Accident**

All accidents on the premises are recorded in the accident book. The accident book is kept in a safe readily accessible location and all staff has been trained in how to complete the book and how to access it.

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*Culmstock Pre-School Playgroup, Methodist Church Hall, Millmoor, Culmstock, Devon EX15 3JJ*  
*Tel: 01884 849332 Email: info@culmstockpreschool.co.uk*

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A first aid trained member of staff is on duty at the premises at all times. Minor accidents (e.g. grazed knee) to children are reported to parents in writing when parents/carers collect their child - this details what happened and any treatment administered.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults;
- Is kept out of the reach of children.

In the event that a child, or member of staff, visitor or volunteer become injured at the pre-school the following steps will be taken:

1. The group leader will assess the injury and act decisively to either treat or call for medical help and will quickly ensure the safety and wellbeing of the children and other persons is maintained;
2. If an injury has been sustained but it is deemed to be relatively minor and readily treatable a first Aid trained member of staff will administer treatment as appropriate;
3. If an injury has been sustained that is more serious and requires medical help the group leader will call first for medical help and then, if a child has sustained the injury, will call the parents of the child;
4. The group leader will ensure that the children in the pre-school care continue to be cared for and will if necessary call for additional staff to help. If necessary a member of the committee will be called provide this support in an emergency;
5. The group leader will ensure that the injured person is kept comfortable as dictated by medical advice until the emergency services arrive;
6. Should an injured child be taken to hospital a member of staff will accompany the child if the parents have not yet arrived at the pre-school – this may or may not be the group leader;
7. The group leader will ensure that any and all accidents are recorded in the accident book ensuring that the date, time and circumstances are clearly recorded;
8. The group leader will inform the management committee and agree responsibility for reporting to authorities (Ofsted/HSE);
9. Ofsted will be notified within 14 days of any accident/injury to a child, parent, staff member or volunteer, requiring treatment by a GP Doctor or hospital Doctor. Likewise the Health and Safety Executive in compliance with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

### **Death of a child, member of staff, volunteer or parent.**

In the event of a death at the pre-school the group leader will ensure that the following steps are taken:

1. The police are immediately informed;
2. The parent is informed;
3. The other children at the pre-school are appropriately looked after and kept calm;

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4. Parents will be called to collect children before normal closing time, and additional staff will be called in to help look after the children if necessary;
5. The management committee will be called as soon as possible and a member of the committee will join the staff as soon as they are able;
6. The time, date and circumstances are recorded in the incident book;
7. Ofsted are informed as soon as possible;
8. The Health and Safety Executive will be informed in compliance with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

## **Reporting of Incidents not related to the Pre-School**

Should a child suffer an injury when not in the care of the pre-school, we request that parents inform the Group Leader of any such incident so we may ensure we safeguard the child appropriately. For example a child may have taken a fall and hit their head that morning before leaving home with no apparent harm caused, but may subsequently suffer symptoms of concussion. Informing us of the injury can help us to keep an eye out for delayed symptoms.

Any incident reported will be logged in the incident book, detailing the nature of the incident, time and date, and signed by the parent/carer as well as the Group Leader.

## **Fire on the Premises**

In the event of a fire at the pre-school the fire drill will be followed.

The fire drill procedure is clearly displayed in the pre-school and all staff are familiar with the fire drill procedure. A copy of the fire drill is posted on the wall and is in the Operational Plans and Policies.

The pre-school has appointed Fire Drill Officers.

In the event of a fire the premises will be evacuated immediately.

The children will be taken to the evacuation point – The Culm Valley Inn Car park across the road from the pre-school. Staff will take the register outside with them and ensure all children are accounted for. Please refer to our Fire Drill Policy for details.

The group leader will ensure that

- the Fire Brigade have been called – Dial 999
- arrangements are made for children to be collected or otherwise cared for at a safe site away from the incident
- the management committee are informed

The management committee will ensure that

- the insurance company are informed and any claims made as necessary
- a premises assessed for fitness to continue service – short and long term

- Devon County Council are informed of any change to our ability to continue with our pre-school service and seek advice

### **Break-in, burglary or theft of personal or the pre-school's property**

The pre-school operates within a locked building which cannot be accessed without a security key. Staff will ensure that at the end of each day the premises is securely locked checking all windows, the kitchen door and the front door on leaving. The Group Leader is responsible for ensuring that the petty cash tin is kept in a secure location.

In the event of a burglary or theft the police will be informed immediately. The Group Leader will record the following in the incident book:

1. Description of the item(s) stolen, time, date and circumstances providing as much detail as possible together with any details of a police visit to the premises;
2. Crime number given by the police when the incident is reported;
3. Contact the management committee with details for the insurance company to be contacted.

### **Vandalism to pre-school property or at the pre-school premises**

Incidents of vandalism that occur to the building and premises as owned by the Methodist Church will be recorded in the incident book, detailing the time discovered and nature of the vandalism. This will then be relayed to the Methodist Church to resolve and report to the police as necessary.

In the event that vandalism occurs to pre-school property the following steps will be taken:

1. the Group Leader record the details of the incident, noting the time, date and nature of the vandalism;
2. the management committee will be informed immediately and a member of the committee will come to view the damage as soon as possible;
3. the Group Leader will contact the police to report the incident. The crime number will be noted in the incident book;
4. the Group Leader will assess the safety of the children as a result of the vandalism and will make a decision to either continue the session, close part of the premises for repairs, ensuring that the children are kept safe and isolated from any unsafe areas or close the pre-school immediately if it is not safe to continue;
5. the Group Leader will take photographs of the vandalism;
6. the committee will contact the insurance company to pursue any claims as necessary;

### **Violence or assault/attack to a member of staff, parent/visitor or volunteer on the premises**

If a person or child is physically attacked an offence will have been committed.

The degree of injury will reflect whether the incident is a common assault (which does not involve cuts or bruises or fractures) or an assault occasioning actual bodily harm (cuts requiring medical treatment, fractures, temporary loss of sensory functions).

In the event of violence or assault the management committee, Ofsted and the police must be informed:

1. the incident will be recorded in the incident book, detailing the time, date and what happened, who was involved and the circumstances. This should be signed by all persons involved; NOTE – if a child has been injured the procedures in the safeguarding children policy must also be followed and the local safeguarding children board must be notified;
2. if injury has been sustained that required medical treatment (beyond that of first aid) an ambulance will be called – dial 999;#
3. the safety of the children will be secured, with the children appropriately looked after, moved to a safe part of the building and kept calm – if necessary parents may be called in to take their children home early;
4. the Group Leader will contact the police to report the incident and will record the crime number in the incident book;
5. if appropriate first aid will be administered by the registered first aider;
6. the management committee will be informed as soon as possible.

In the event that abusive behaviour is displayed it is advisable for another member of staff to witness the incident. The exact timings and nature of abuse should be recorded in the incident book and reported to the police.

## **What to do in the event of a critical incident**

In the event of a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, flood or closure due to nearby road or severe traffic jam the following procedure will be followed:

- The safety and well being of the children will be of paramount importance.
- In the event that we need to evacuate the building current fire procedures will be activated and children will be removed to Culmstock primary school – please refer to our Fire Drill.
- After emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers.
- As many staff as possible would stay with the children for as long as necessary. No child would ever be left without a member of staff with them.
- In the event of a critical incident if your child cannot be collected and staff members need to return to their homes the child will accompany a senior member of staff home. A message will be left, if possible, for the parent and police, or social services will be informed of the staff members address and name of child.
- If Culmstock Pre-School needs to close all efforts will be made to inform parents before the pre-school is next due to open. Staff will attempt to ring parents, we will notify the local radio station and put notices on the exterior doors if possible. Please ensure you check your local radio station in very adverse weather conditions such as heavy snow.

- It is impossible for the pre-school to plan for every emergency which may arise, however, every effort will be made for the safety and convenience of all Culmstock Pre-school children and their families.
- In the event of a critical incident Ofsted and any other relevant agencies will be contacted as necessary and with the requisite immediacy. Staff and committee members will be informed as soon as possible.



## Accident and Incident Drill

In the event that a child, or member of staff, visitor or volunteer become injured, or an incident occurs, at the pre-school the following steps will be taken:

1. The group leader (or supervisor on that day) will assess the injury and act decisively to either treat or call for medical help and will quickly ensure the safety and wellbeing of the children and other persons is maintained;
2. If an injury has been sustained but it is deemed to be relatively minor and readily treatable a first Aid trained member of staff will administer treatment as appropriate;
3. If an injury has been sustained that is more serious and requires medical help the group leader will call first for medical help and then, if a child has sustained the injury, will call the parents of the child;
4. The group leader will ensure that the children in the pre-school care continue to be cared for and will if necessary call for additional staff to help. A member of the committee will be called provide this support in an emergency;
5. The group leader will ensure that the injured person is kept comfortable as dictated by medical advice until the emergency services arrive;
6. Should an injured child be taken to hospital a member of staff will accompany the child if the parents have not yet arrived at the pre-school – this may or may not be the group leader;
7. The group leader will ensure that any and all accidents/incidents are recorded in the accident and/or incident book ensuring that the date, time and circumstances are clearly recorded and entries are signed as appropriate;
8. The group leader will inform the management committee and agree responsibility for reporting to authorities (Ofsted/HSE);
9. Ofsted will be notified within 14 days of any accident/injury to a child, parent, staff member or volunteer, requiring treatment by a GP Doctor or hospital Doctor. Likewise the Health and Safety Executive in compliance with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

This drill forms part of a full Accident and Incident Policy, please refer to the Operational Plans and Policies.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked and re-stocked by Dian Beech;
- was last checked on 10 Feb 2010 by Dian Beech;
- is kept in the top drawer of the filing cabinet, readily accessible but out of reach of children;

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