



Together, caring and learning

POLICIES FOR SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE

Accident Procedures

In case of serious accident or illness:

- STAY CALM
- Adult on scene to reassure child and call for help then administer first aid as necessary.
- Nearest adult to call 999, then child's parent/carer (numbers in file)
- Other adults move all other children away from accident i.e into other room but continue as normally as possible.

As soon as possible child's key person to take over from adult on scene, if necessary go in ambulance with them.

All serious accidents and injuries must be reported to OFSTED and to MASH

MASH (Multi Agency Safeguarding Hub)

Telephone	020 8708 3885
Fax	020 8708 3886
Address	MASH Redbridge Children's Trust Lynton House 225-259 High Road Ilford Essex
Emergency duty team – outside normal hours 9am – 5pm Mon-Fri	020 8553 5825
Customer help line (any time)	020 8554 5000
email	Cpat.referrals@redbridge.gov.uk

Ofsted

Telephone	0300 123 1231
Address	Piccadilly Gate, Store Street, Manchester M1 2WD

The following are reportable to Ofsted and MASH some may also be reportable to the HSE (Health and Safety Executive) or Environmental Health.

1. the death of a child in pre-school's care, or later, as the result of something that happened while the child was in pre-school's care
2. death or serious accident or serious injury to any other person on pre-school premises (please see the section below for the definition of serious injuries)
3. where a child in pre-school's care needs to go to an Accident and Emergency Department of a hospital (and requires hospitalisation for more than 24 hours), either directly from pre-school or later, as the result of something that happened while the child was in pre-school's care
4. any significant event that is likely to affect the suitability to care for children.

serious injuries are:

- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple pain killers
- acute confused state
- persistent, severe chest pain or breathing difficulties
- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin

- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

Minor injuries and near misses must be recorded but do not need to be reported.

Minor injuries are:

- sprains, strains and bruising
- cuts and grazes
- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest.

A written report of the incident should be made as soon as possible by a witness in the accident book. The record should be shown to the parent and signed by them when they collect their child. Another adult picking up the child will be asked to sign the record and a copy given to the parent.

If it is a reportable incident the staff member dealing with it shall pass all details to the manager or deputy to report to Ofsted and MASH by telephone in the first instance. (details above). Reports to MASH must be as soon as possible, to Ofsted it must be as soon as possible but at least within 14 days of the incident occurring. In case of reporting to HSE an online report will be filed.

Accident records are kept in the accident book. Each report is made on a separate page to maintain confidentiality.

Accidents and injuries to members of staff or visitors should be recorded and reported in the same way in the adult accident book but the injured person will sign their own report if able to.

The accident book is checked termly by the manager to check for any repeated accidents. After each incident the risk assessment of the accident area/equipment should also be reviewed to prevent further accidents of a similar nature.

Revised May 2018