



London Borough of Waltham Forest

Accident and Incident Procedure

Early Years, Childcare & Business Development Service

London Borough of Waltham Forest (LBWF) Early Years, Childcare & Business Development Service have written this document to help you write an accident and incident procedure for your setting. This document is for reference only and you must adapt it to reflect the service your setting offers. To download guidance on other policies and procedures go to <https://thehub.walthamforest.gov.uk/>

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 Educational Needs and Disabilities (SEND)).

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:

- cover the course content as for St John Ambulance or Red Cross **paediatric** first aid training
- be renewed every three years.

You can choose which organisation you wish to provide the training (in line with above) however it should be nationally approved and accredited.

You must take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. [St John's Ambulance website](#) have a useful online tool to assess the levels of first aiders required on site (includes First Aid at Work).

You could also refer to HSE guidance at: www.hse.gov.uk/firstaid/approved-training.htm

To find out if you need to have one or more members of staff with a First Aid at Work (FAW) qualification, visit the St John's Ambulance website at <http://www.sja.org.uk> and search for 'First aid requirements calculator'.

- Think about the number of parents/carers/visitors you have entering your setting.

Accident records

Accident records should contain:

- 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 (including first aid treatment provided), any action taken later and who did what
- 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.
- what happens when young people arrive and leave alone – how do you ensure parents/carers are informed? If you contact parents/carers over the phone to inform of the accident, ensure this is also recorded on the form.

You should also consider:

- as well as recording all injuries, also include incidents where no wound is visible, as symptoms may become apparent only after the event e.g. concussion.
- reviewing accident records regularly to identify any trends or recurring causes of injuries.

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

You must make a note of who should record the incident and what should be included, for example:

- the child's name
- the time and location of the incident
- what triggered the incident
- the nature of the incident
- other people involved (if children or young people are involved you will need to put their initials or link to another form (using a reference number) so you are not recording a name but can recall who was involved in the future)
- witnesses
- how the situation was handled
- what form of restraint was used and any consequences.

You 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, staff and any witnesses involved. For confidentiality there should only be one page per child, per accident or incident. Parents must be informed of any accident or injury sustained by the child and of any first aid treatment given on the same day, or as soon as reasonably practicable.

Reporting accidents and incidents

It is a requirement of the early years register and the general childcare register that you must tell Ofsted about any serious accident, injury or death that happens to a child while in your care and the action taken. Ofsted must be notified as soon as possible (reasonably practicable) but within 14 days of the incident occurring.

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.

If a serious accident, injury or death happens on your premises and Ofsted are told by someone else, they investigate to see if you were complying with all other requirements at the time.

You 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
- a child in your care is taken to hospital (to an Accident and Emergency Department), 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.

You must also tell Waltham Forest's 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 02084963646. You must also act on any advice given

You must also tell the Waltham Forest Multi-Agency Safeguarding Hub (MASH) about any incidents which results in the death of a child whilst in your care:

Phone number: 02084962310

Email: MASHrequests@walthamforest.gov.uk

You must also act on any advice given.

Your 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). You 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 <https://www.gov.uk/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases> to see a full list of reportable diseases
- dangerous occurrences – where something happens that does not result in an injury, but could have done.

We recommend that you report any incidents 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 <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.

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

- A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Available to download or buy from www.hse.gov.uk/riddor
- Waltham Forest Safeguarding Children Board (WFSCB) Manual of child protection guidelines.
<https://thehub.walthamforest.gov.uk/policy/schools/safeguarding/safeguarding-key-information>

- Ofsted www.ofsted.gov.uk 0300 123 1231 Applications, Regulatory and Contact (ARC) Team, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD
- RIDDOR www.hse.gov.uk/riddor 0845 300 99 23 Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG