



AKELEY WOOD
SCHOOL

AKELEY WOOD JUNIOR SCHOOL & NURSERY: Accident Reporting Policy

1.0 Statutory Requirements

- 1.1 We follow the guidelines on the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR, 1995) for the reporting of serious and dangerous accidents and incidents in school. (See RIDDOR guidance and reporting form: www.riddor.gov.uk).
- 1.2 Child protection matters and behavioural incidents are reported via a separate policy elsewhere. These are not regarded as incidents and are reported via our SIMS module.
- 1.3 With regard to the EYFS statutory framework 3.48 & 3.49 (2012), the written recording and reporting of accidents and incidents (including first aid treatment) forms a crucial part of our responsibility to keep children healthy and safe (Unique Child). Our approach to positive relationships is important as we keep parent/carer(s) fully informed of any accident or injury sustained by the child, particularly via our system of assigning a key person who ensures that every child's care is tailored to meet their individual needs.
- 1.4 The requirements to notify Ofsted include where there is a serious accident, illness or injury to, or death of, any child while in the provider's care, and the action taken as a result. Providers must notify Ofsted about:
 - the death of a child while in their care, or later, as the result of something that happened while the child was in their care
 - death or serious accident or serious injury to any other person on the premises (Childcare Register only)
 - serious injuries
 - where a child in the provider'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 the provision or later, as the result of something that happened while the child was in the provider's care
 - any significant event that is likely to affect the provider's suitability to care for children.

2.0 Our Procedures

- 2.1 Our files are kept safe and secure at all times.
- 2.2 Our records are accessible to staff and volunteers who all know how to complete the record form.
- 2.3 Our records are reviewed half termly to ensure that any potential risks and hazards are identified and reported to the senior management team, and the school's health and safety committee, including any action taken to address and remove the risks.
- 2.4 Ofsted are notified of any accident involving treatment by a GP or hospital doctor, including the death of a child or adult.
- 2.5 When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor, or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the RIDDOR.
- 2.6 The definitions of accidents and incidents are as follows:-
 - An Accident: is any unplanned or undesired event that results in injury to a person.
 - An Incident: is any unplanned or unwanted event that results in damage to property, equipment etc.
 - A Near miss: is an unplanned event that does not cause injury or damage, but could have done so. (We think of these as near hits, it nearly hit but didn't.)
- 2.7 We are aware that in the event of an accident occurring at our premises then the following documentation may be required to be disclosed if a claim is later brought: accident book entry, first aider report and surgery record, RIDDOR report to HSE, risk assessments and an internal investigation report. This is in compliance with our current Insurance Procedures. (AON, 2012).

3.0 Recording incidents in our incident book

- 3.1 We hold easily accessible records of telephone numbers for emergency services, including the local police. We hold local contact numbers for services such as gas/electricity, plumbers etc. We have a procedure in place for dealing with emergencies.
- 3.2 We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above (RIDDOR). These include:

- break in, burglary, theft of personal or our school's property;
- an intruder having unauthorised access to the premises;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving staff or family on the premises;
- death of a child;
- terrorist attack, or threat.

3.3 Our incident book records the date and time, nature of the event, who was affected, what was done about it, if it was reported to the police, and if so a crime reference number. Any follow up or insurance claim made should also be recorded.

3.4 In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard fire safety policy will be followed and staff will take charge of their allocated children. The incident is recorded when the threat is averted.

3.5 In the unlikely event of a child dying on the premises, the emergency services are called and the advice of those services is followed.

3.6 The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file, if the matter constitutes an accident, then a record is made in the accident book and the procedures for recording accidents are followed (see below).

4.0 Recording Accidents

4.1 All accidents are recorded in an accident book immediately after the accident, including the presence of any witnesses and details of any injury or damage. Records are stored confidentially in **a locked filing cabinet in the Office of the Headteacher's PA.**

4.2 The recording of an accident is carried out in confidence at all times by the person administering first aid.

4.3 Any treatment of first aid is recorded in the accident book by the person who administered first aid, in keeping with our policy on the administration of first aid. We will record the date, time and place with the name of the class, of the injured or ill person. Details of the injury or what first aid was administered, along with what happened afterwards is always recorded. It is signed by the First Aider.

4.4 We must inform parent/carer(s) of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

- 4.5 We ensure that parents using the accident book always sign when their child has had an accident when their child is collected (EYFS) or handed over, when their copy of the record is provided to them.
- 4.6 The Head is responsible for the maintenance of accurate and appropriate accident records, including the evaluation of accidents, and regular reporting to the Health and Safety Committee for monitoring purposes.
- 4.7 As a registered provider for early years, we will notify Ofsted of any serious accident, illness or injury to, or death of, any child while in our care (or later as a result of something that happened when the child was in our care), and of the action taken. This includes any food poisoning affecting two or more children looked after on our premises, and any injury requiring treatment by a hospital doctor or general practitioner, or the death of a child or adult as soon as possible, and within fourteen days. (0300 123 1231).
- 4.8 Local child protection agencies are always informed of any serious accident or injury to, or the death of any child while in our care and we act on any advice given by those agencies.

Local Authority (LA) contact	
Our school follows the safeguarding protocols and procedures of our safeguarding children board (LSCB)	Buckinghamshire Safeguarding Children Board - http://www.bucks-lscb.org.uk/ Milton Keynes Council – www.milton-keynes.gov.uk Northamptonshire – www.northamptonshire.gov.uk/cyps Central Bedfordshire Safeguarding Children Board – www.bedfordshirelscb.org.uk Oxfordshire Safeguarding Children Board – www.oscb.org.uk Hertfordshire Safeguarding Children Board – www.hertsdirect.org/services/healthsoc/childfam/childprotection/hertssafboard
The Designated Officer for child protection	Bridget Day / Yvette Morello – 01296 382070/387820 MASH Team (no one person) – 01908 253169 Chris Edwards / Lovanna Brown – 01604 367677/368431 Access & Referral Hub 0300 300 8595 MASH Team 0845 050 7666 Gail Valentine – 01438 737511
Local authority children’s social care referral team(s)	0845 4600001 / 01296 383962 01908 253170 0300 126 1000 Bedford Borough: 01234 718700 / Central Bedford: 0300 300 8585 North Oxfordshire: 01865 323039 0300 1234043
Local authority Prevent Lead	Therese McAlorum – 01296 382732 MASH Team (no one person) – 01908 253169 PC 1713 Steve Plumb - 07825733482 / Steven.Plumb@northants.pnn.police.uk or DS 591 Andy Blaize - 101 Ext 343290 / andy.blaize@northants.pnn.police.uk prevent@bedford.pnn.police.uk Amrik Panaser/Sarah Varnom/Barry Armstrong – 0845 050 7666 prevent@herts.pnn.police.uk

Local authority's out of hours contact numbers	0800 999 7677 Emergency Social Work Team – 01908 265545 / children@milton-keynes.gov.uk 01604 626938 Bedfordshire Social Care - 0870 2385465 / 0300 300 8123 Emergency Team - 0800 833 408 0300 123 4043
Where there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately by the DSL. If a child is in immediate danger ring 999.	
Local Police Emergency	999
Local Police non-emergency	101 101 / 0845 850 5505 101 101 / 01234 841212 101 / 0845 3300222 101

4.9 When injuries are life threatening such as cardiac arrest, spinal injuries, severe haemorrhage or when injuries are such that they cannot be treated on site with the provision of first aid, an ambulance will be called and a responsible person will be detailed to receive the ambulance and direct to Accident and Emergency Department. Where hospitalisation for more than 24 hours, either directly from school, or as a result of something that happened while the child was in our care, we will inform Ofsted.

4.1 We adopt the definition of Ofsted with regard to serious injuries as follows:-
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- 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; and

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

4.1 We recognise that we are not required to inform Ofsted of minor injuries, but we must keep a
1 record of these. We are also not required to inform Ofsted of general appointments to hospital or routine treatment by a doctor, such as the child's general practitioner, that is not linked to, or is a consequence of, a serious accident or injury.

4.1 We adopt the definition from Ofsted for minor injuries as follows:

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

Monitoring and Evaluation

5.0 Our school's leadership team ensure that we monitor the quality and compliance of
5.1 our accident and incident reports and that the Head ensure that staff are sufficiently trained and experienced to be compliant at all times; particularly during school trips and visits.

5.2 Our policy will be reviewed on an annual basis. Compliance is reported formally to the Governing Body with the Head reporting any emerging patterns or trends including management actions accordingly.

5.3 It remains the responsibility of the Head to report any serious accidents or injuries to the appropriate external agencies and to Head Office. The Governing Body reports any such matters to the UK Compliance Committee.

Other Associated Policies and Procedures

6.0

First Aid;
Learning Outside the Classroom;
Health and Safety;
Special Educational Needs;
Data Protection;
Complaints Procedure Statement;
Safeguarding, including Child Protection; and
Early Years Foundation Stage – Statutory Framework 2012.

Updated: September 2016
Next Review Date: September 2017

Signed 
Mrs C G Page
Headteacher