

## **ACCIDENT & INCIDENT POLICY**

### **If an accident occurs in the centre, the staff will:**

- Immediately assess the situation, administer basic first aid if required, and/or summon emergency help.
- Contact the child's parents/carer or emergency contact if necessary. Staff will ensure all parents/carer/emergency contact numbers are detailed and always with the daily register.
- Complete an accident report form, including name of child, any witnesses, summary of accident, any injuries and action taken.
- A **copy** of the accident form is signed by the parent/carer and they will be given a copy for their information. The original will be held at the Centre.
- All accidents will be recorded with both a date and time.

### **If an incident occurs in the centre, the staff will:**

- Record the details, including date, time, who was involved and location.
- Sign and date the summary, by all staff involved.
- Pass on all information/concerns/etc to the Manager or Assistant Manager.
- The Centre Manager or Assistant Manager will inform the chairperson of any serious accident or incident, and the Care Inspectorate within 24 hours if a third party is involved i.e. – GP/hospital.
- Inform Mitie of the accident. An Accident/Incident Log is to be completed every month to detail the accident, whom was affected and if the accident was property related.
- In the event of an accident where a child or member of staff requires to go to hospital straight from the centre Care Inspectorate must be informed.

### **Accidents/injuries to member of staff in the centre:**

- Other member of staff will assess situation, administer basic first aid if required, and/or summon emergency help, and if necessary, contact member of staff's next of kin.
- Inform Manager, or Early Years Practitioner.
- Record details in accident book.
- Report accident/injury to the Care Inspectorate If deemed necessary.
- If the accident has resulted in major injury or death a F2508 form must be completed and sent to:
- If the accident is connected to a member of staff at work, which is not major but results in the employee being unable to work for more than 3 days, a F2508 form (available on the HSE or RIDDOR website) must be completed and sent to the Health and Safety Executive or enforcing authority within 10 days.

**Health and Safety Executive**

**Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG  
(01463) 703095**

- Only 'Responsible Persons' in control of work premises should submit reports under RIDDOR.
- If appropriate and necessary, Risk Assessments will be amended following an accident/incident. Manager to ensure any subsequent amendments are adequate.

Date last reviewed Jan 2019

Date of next review Jan 2020

Signature \_\_\_\_\_

Designation \_\_\_\_\_