

## **Accidents and Injury Policy Childcare (Including near misses)**

<b>Policy Owner: Director of Communities/SLT</b>	<b>Policy Developer: Head of Family &amp; Children’s Services/AA</b>
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The current version of any policy, procedure or guideline is the version held in the Knowledge Library on Workplace. It is the responsibility of all staff to ensure that they are following the current version.

EYFS: 3.25, 3.50, 3.51
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At **YMCA Thames Gateway** we always aim to protect children. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

### Accidents

Location of accident files: All records are held on Connect / serious accidents (as defined below) recorded on both Connect and Inform. Staff accidents **MUST** be recorded on Inform.

A report should be made on Inform when:

- 1) the accident involves a staff member
  - 2) If emergency services have been called
  - 3) If a child receives a head injury
  - 4) If a child requires medical treatment because of the accident i.e. GP visit
  - 5) If an emerging pattern of regular or external accidents occur, then these would be recorded on a Safeguarding Form
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses.
  - They must record it on an Accident Form on the Connect childcare management system using the tablet and report it to their setting manager who will advise of any further action required. Other staff who have witnessed the accident may also countersign the form.
  - For more serious cases, a statement must be provided using the Inform system to submit an accident record to the Quality and Compliance team.
  - All accidents should be dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable. "Think Safeguarding" Please bear in mind that some emerging patterns of incidents could be linked to a child suffering from harm or underlying special educational needs. It is therefore important to record any unusual reactions from parents.
  - The setting manager reviews the accident forms monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the setting or a particular time of the day when most accidents happen. Any patterns will be investigated by the setting manager and audit committee and all necessary steps to reduce risks are put in place.
  - The setting manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)) The Quality and Compliance Team must also be notified as part of this process.
  - The Accident File will be kept for at least 21 years and three months
  - Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately

- Where medical treatment is required, we will follow the insurance company procedures, which may involve informing them in writing of the accident
- The manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

### **Head injuries**

If a child has a head injury in the setting, then we will follow the following procedure:

- Calm the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken, we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken, then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury
- Complete an accident form on the Inform system
- Keep the child in a calm and quiet area whilst awaiting collection
- We will follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our first aid training.

### **Transporting children to hospital procedure**

The YMCA Thames Gateway manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle. If child is at risk and needs urgent treatment it may be necessary to transport the child always ensuring parental consent in writing if practical or verbally if witnessed by another member of the team. Two members of staff must accompany the child to keep them safe and calm.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital. One staff member to accompany the child when travelling in an ambulance.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication, and the child's comforter
- Redeploy staff if necessary, to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the senior management team immediately
- Always remain calm. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

This policy was adopted by	YMCA Thames Gateway
On	14/01/2023
Signed on behalf of the provider	
Name of signatory	Amanda Allen
Role of signatory (e.g. chair, director or owner)	Head of Family and Children's Services

Policy review date	13/01/2024 on or before
Name of reviewer	
Signature of reviewer	
Role of reviewer	