**6.1 Accidents and incidents**

**Policy**

Woolston preschool has procedures in place for the recording and reporting of accidents and incidents. We have a separate policy in place for the recording and reporting of accidents and incidents that are covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995

Child protection matters or behavioural incidents between children are NOT regarded as incidents and our procedures for dealing with these are dealt with in our safeguarding children policies.

**Procedures**

* We record all accidents and injuries to a child or adult on the premises using our paper forms that include a body map. This may include, but is not limited to, accidents that are reported under RIDDOR.
* When an accident involves a child at the pre-school the parent/carer is shown the accident form and after they have seen it are asked to sign it.
* In some cases the accident form is photo copied for the parent to have as a record in case there is a need for a follow up with health professionals.
* If the accident is a head injury or any form of accident to the child’s head or face the staff are to message or call the parents straight away and inform them of the accident.
* The accident book is on the floor at all times throughout the session and can be completed by those who know how to complete them.
* When the form is completed the name of the person on the accident form is added to the white board by the door so staff are aware that there is an accident form that needs to be shared at the end of the day.
* The accidents are reviewed at least every term to identify any potential or actual hazards. In addition to this the manager then delivers a report to the management committee at each committee meeting to include any significant accidents and incidents. Action is then taken to address any hazards that have been identified.
* The accident forms contain the following information
  + Name and DOB
  + Date and time of the accident
  + Name of witness/ adults present
  + Place of the accident
  + Name of adult administering first aid
  + Description of how the accident occurred
  + Description of the injury and the first aid given
  + condition of the child following the accident
  + If the parent was contacted before the end of the day
  + The name of the parent contacted and the time this happened
  + How the parent was contacted

The accidents that are reviewed look at the following;

* + Total amount of accidents in that term,
  + Total amount inside or outside
  + If it was a child’s accident or staff accident
  + Reason for the accident- was it accident, environmental or behavioural
  + Is there any actions/ follow ups that are needed
  + Amount of pre existing accidents
  + The reasons given for the pre existing accident

**This policy was adopted at a meeting of Woolston and Woolston Adventure Pre-Schools held on 10 Oct 2017.**

**Reviewed: December 2023**

**Role on committee: Nominated person**

Signed by

Date

Name of Signatory:

**Woolston Preschool manager**

Name Gemma Woodward

Date

Signature