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| Name of Policy: | **Accident Policy** |
| Name of Setting: | **Busy Bees Pre-School** |
| Overall Aim of Statement: | To clarify our procedure for dealing with accidents that occur at Busy Bees, including how we share information with parents. |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | 1. Accident Policy 2. Head Injury Information Letter 3. Accident record to parents whose children are collected by non family members.   **Child Accidents**   * Child accidents are recorded in the Pre-school Learning Alliance Accident Book * Accidents are reported to parents/carers at the end of the session. Parents/carers are asked to sign the accident book. * Non family members collecting children are asked to sign the accident book. They are then given an accident form with the details of the accident to give to the parent/carer.   **Head Bumps**   * Head bumps are recorded in the accident book and parents/carers are given a ‘Head Injury Information Letter’   **Hospital Treatment**  If a child needs hospital treatment:-   1. Call 999 (An ambulance request form with location details completed is displayed near the telephone in the office). 2. Contact parents: If parents cannot be contacted a member of staff will accompany the child to hospital in the ambulance. (Parents sign a clause on the admissions form giving permission if they cannot be contacted, for a child to be taken directly be ambulance for treatment)   **Accidents at home**   * Accidents which happen at home or on the way to Busy Bees are recorded in a separate Pre-School Learning Alliance accident book.   **Staff and Visitors**   * Adult accidents are recorded in the ‘Health and Safety Executive Accident Book’   **First Aid**   * Staff are required to complete First Aid training every 3 years.   **Serious Accidents**  Serious accidents will be recorded in the accident book and reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive, or in the case of child care, to the local authority.  **Reportable Incidents**  Reportable incidents will be recorded on the Pre-School Learning Alliance incident form and logged in the Pre-School Learning Alliance ‘Incident Record’ book.  The incident form and any other paperwork relating to the incident, eg documentation regarding an insurance claim will be stored in the ‘Incident File’.  Reportable events include:   * Deaths * Major injuries * Over 3 day injuries (the injured employee is unable to work due to the injury for more than 3 days) * Injuries to members of the public – this includes children and parents where they are taken to hospital * Work related diseases * Dangerous occurrences where there is no one injured (but someone could have been).   **Reporting**  RIDDOR-Reporting if Injuries, Diseases and Dangerous Occurrences  Regulations   1. 1.Telephone the Incident contact centre to report what happened -0845 300 9923 The Incident contact centre acts as a single reporting point; they will forward the report to the respective local authority   Or visit-www.hse.gov.uk/forms/riddor/online.htm to report what happened  A reporting form can also be downloaded from the Health and Safety  Executive Website, [www.hse.gov.uk](http://www.hse.gov.uk)   1. Report to Ofsted and keep them updated - 0300 123 1231   **Notifiable Diseases** (see incident record or health and safety file for  list of notifable diseases)   * Doctor will notify Communicable Disease Consultant at the local Health Protection unit(HPU) of the Health Protection Agency * When Busy Bees is made aware we will inform ofsted   Tel=0300 123 1231 and act on any advice given by the Health Protection Agency North Yorkshire Health Protection Agency Tel - 01904 825218  **Food Poisoning**   * Where two or more children or adults are diagnosed as having food poisoning we must inform the local   Environmental Health Department and Ofsted  Environmental Health Department - 01372 732000  Harrogate Borough Council - 01423 500600  **Monitoring Accidents and Incidents**   * The accident and incident books are monitored termly to help us identify any areas or activities that might pose a danger * Recurring accidents are discussed and risk assessed.   **Near Misses**  Near miss - something which happens that could have resulted in an  accident e.g. shelf falling of wall, piece of furniture toppling over   * Near misses will be recorded in a section in the Incident File |
| Useful websites | [www.hse.gov.uk](http://www.hse.gov.uk) |
| References to other relevant policies: | * Safeguarding children policy * Health and safety policy * Admissions policy |
| Policy Monitoring and Evaluation Information: | Staff And Chairperson |
| Signature: | R Lily |
| Review Date and next review due date: reviewed 23 Jan 15 – next review Jan 16 | |