

Accident and Incident Policy

1 Introduction

This policy also includes the Early Years Foundation Stage as well as our Before and After School Provision.

The revised EYFS (2012) requires providers to keep a written record of accidents and injuries and first aid treatments provided. The revised EYFS (2017) further requires, 'At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for workers caring for young children.'

2 Aims and objectives

We aim to follow required guidelines for the reporting of injuries sustained by children attending the setting.

Our objective is to safeguard children's health by monitoring and responding where appropriate/necessary to the records of accidents and incident that take place in our setting.

3 Accidents and incidents

Accidents are defined as situations when children or adults are hurt as a result of an accident at the school and **incidents** are defined as occurrences which can or do significantly affect the running of the school, the staff or children such as fire, flood, racist incident, break-in, gas leak and so on.

3.1 Child protection matters or behavioural incidents between children are not regarded as incidents for the purposes of this policy and there are separate procedures for recording and dealing with these in other policies.

3.2 In order to meet the statutory requirements of the EYFS and ISI regulatory requirements in respect of accidents and incidents we will ensure that:

- our accident book is kept in a safe and secure place where it is accessible to all staff and volunteers; our School First-Aider will generally complete the accident book however, all staff and volunteers are competently trained to complete the accident book appropriately;
- Ofsted and RIDDOR are informed as soon as possible of any incident which involves (see 'Incident reporting in schools - accidents, diseases and dangerous occurrences - Guidance for employers', available in School Office):
 - (i) food poisoning affecting two or more children looked after on our premises;
 - (ii) a serious accident, injury or illness to a child in our care and the action we have taken;
 - (iii) the death of a child in our care.
- entries into the accident book are regularly reviewed to identify and respond to any potential or actual harmful situations that can be remedied.

4 Monitoring and review

4.1 This policy was agreed and implemented on 2nd March 2015.

4.2 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

Signed:

Nominated Person:

Date:

Chair of Governors:

Date:

Next Review Date:

Mar 2020