

## 5.2 EKC Accident and Incident Policy

The club has a statutory duty under the Early Years Foundation Stage and the Health and Safety at Work Act (and RIDDOR reporting) to keep a historical record of all accidents and incidents that occur in Ecclesall Kids Club this applies to the children we care for and our staff. This policy should be read in conjunction with our Health and Safety policy and other club policies to support understanding of what constitutes an accident or incident in our club.

The club holds Accident and Incident records both manually ( for staff in our accident book) and on our IT system (for children) records whether electronic or hard copy are securely filed or locked in accord with confidentiality requirements. Hard copy records are filed away one year following the current academic year and then sent to file storage for longer term storage after they have been catalogued. Records will be stored and disposed of in line with our club long term retention schedule which supports the requirements of the DPA and GDPR 2018 and Health and Safety legislation. To support any action we need to take to mitigate accidents we will also hold an **accident tracker for all accidents** which contains each accident number to enable us to identify trends and respond to them eg a number of accidents occurring on a specific piece of play equipment.

**An accident** is where an individual sustains an injury, is ill or has an accident in club time, eg a fall, being hit, having an allergic reaction, becoming ill – **the accident book** needs to be completed for staff regardless of whether any treatment was given or not. **The Accident record** on Magic Booking is completed for all children regardless of whether treatment was given. **The manual hard copy Accident Tracker is completed for all accidents ( staff and children) so we are able to review these and identify any trends, then revisiting the full record if necessary.**

**An incident** is where something happens in club where no physical injury is sustained eg an altercation between children, an accusation of bullying or racism, two members of staff arguing, a parent threatening a member of staff in an abusive manner. Incidents might also be challenging behaviour, theft, damage, food poisoning, a notifiable disease. **Whenever an incident happens in club time, it must be recorded on the Incident form– these are stored in the Incident file ( there is a file for staff incidents and one for child incidents) – this is stored away confidentially.**

**For Safeguarding issues the Safeguarding forms should be used and the Designated Safeguarding lead (DSL) consulted immediately.**

**The following information should be included on the accident/incident fields**

- Time, date and place of the incident/accident
- A description of the circumstances that led to the accident/incident
- Description of any action taken including first aid administered and a signature and name of the person who administered the first Aid

- Staff involved and what they did (including witness statements if this is appropriate)
- Details of any other organisations that have been informed, eg health and safety executive, Sheffield Childrens Safeguarding Partnership (SSCP), police.
- Signature of the parent or carer ( seek guidance from the Designated Safeguarding Lead DSL first if there are safeguarding concerns in this case)
- Signature of the person making the report

### **The Accident/incident should be recorded in the following way**

- Only one accident or incident per form/field submission
- A written bump note for the parent should be completed for all head injuries and the parent informed and given this at pick up or this should be notified to and given to the class teacher (if this has occurred at breakfast club and the child is not coming to afterschool). **The bump note email should also be issued via Magic Booking in the normal way at the point of the bump so a parent is immediately aware regardless of which session the child is attending. When a child has had an accident that was not observed eg a fall of the equipment they should always be asked if they have also bumped their head and if the child says they have bumped their head, even if no injury or swelling is visible the accident report should be marked with a head bump and the parent informed to enable them to observe for signs of concussion.**
- Personal data must either be detachable and locked away or suitably anonymised and referenced to a secure index which is locked away.
- Signature and date boxes must be completed along with any follow on action if this is not immediate. A separate piece of paper may be attached to any hard copy reports if necessary.
- Accidents and incidents should be notified by the Play Manager, Deputy or supervisor in charge to the Committee lead and Business Manager (and in some circumstances eg Ofsted or HSE/RIDDOR reportable incidents/ accidents the whole Committee and the school) within 24 hours of the incident/accident ) even if all the paperwork has not been completed. There must be no personal identifiable data in the document eg names, addresses and gender or any information which may lead to the identification of any individuals involved including staff members. This is to ensure the Committee or School are aware in case they are approached by a parent, the Committee member or school will then have some knowledge about what happened and what action club are already taking.
- **Significant accidents and incidents will be reviewed at Committee meetings, along with risk assessments or lessons learned.**

### **Breakfast Club Incidents/Accidents**

Accidents that happen before the school day must be reported to the class teacher and a bump note given for them to supply to the parent in the book bag ( if a head

injury has occurred. This is in addition to the bump note electronically sent to the parent.

### **Serious Accident or illness**

In the event of serious accident or illness where emergency medical treatment is required the Magic Booking record should be checked to ensure that permission for emergency medical treatment or First Aid has been given. **See First Aid Policy.**

- Only a paediatric First Aider is able to administer any emergency treatment, ideally this should be the Play Supervisor or a level 3 qualified member of staff.
- If the accident requires hospital treatment the emergency services should be called. Unless the casualties breathing or airways are affected by not putting them in the recovery position ideally they should not be moved until the emergency services arrive. If in doubt the emergency services will provide advice over the phone until they arrive. The parent/carer should be contacted immediately before the parent or carer arrives, if the emergency services arrive and need to take the casualty to hospital a member of staff will accompany them. The phone number of the person accompanying the casualty will have been supplied to the parent.
- If the accident/ illness is not serious the casualty should be monitored/supervised until the parent/carer arrives, ideally in a quiet corner.
- An accident/incident record must be completed and discussed with the parent. If appropriate witness statements should be taken. The Play Manager is responsible for ongoing communications with the parent, with regard to the accident or incident. The Play Manager may delegate this duty to the person who was in charge of the setting at the time of the accident or injury if they were not present themselves when it occurred or the Play Manager did not complete the reports themselves as they were on leave at the time. If this is the case the Play Manager is responsible for assuring themselves that the procedures have been followed in their absence.
- To ensure a consistent message, questions can be answered and the process is expedited, consistency of communication/contacts is important
- Where applicable there should be dialogue between the school ( if it is their equipment or premises they may need to complete the RIDDOR). The Play Manager or person in charge of the setting at the time of the accident or injury will lead and be responsible for communications and correspondence with the school.
- Any serious accidents, illness injury or death of a child must be notified to Ofsted immediately ( and no later than 14 days after the incident) . The Ofsted guidance gives clarity on whether to report but if in doubt they must be contacted for advice. Where applicable the accident may need to be reported to Health and Safety Executive (RIDDOR) and the Sheffield Children's Safeguarding Partnership (SSCP). The Play Manager, Deputy or the Supervisor in charge of the setting at the time the accident or injury happened

is responsible for completing the on line report to Ofsted and this must be completed as a priority at the time of the accident/injury.

### **Incidents and Accidents Leading to the closure of the club**

The Committee will be consulted (in the absence of a Manager) immediately where there is a need to close the club and the procedures for emergency evacuation will always be used where this is appropriate if the club needs to close in an emergency eg a fire, discovery of structural damage, bomb scare. Children will be accounted for registered and parents contacted in the normal way, children will be supervised from a place of safety until parents are able to collect them.

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| This policy was adopted by: Ecclesall Kids Club | Date: 1/2/16          |
| reviewed: 14/8/19                               | Signed: EKC Committee |