

Accident Reporting Statement

Date of last review: October 2016

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Date of next review: October 2017



Introduction

The wellbeing of children within our care is central to our procedures at Ambler Children's Centre.

Our accident reporting process has been created in line with the Early Years Foundation Stage framework, Health and Safety Executive regulations and in partnership with Islington Council and following Ofsted guidelines.

All our staff have received First Aid Training, most have had paediatric First Aid Training and several members of our team hold a First Aid at Work qualification. The most up-to-date information is displayed in the Children's Centre foyer, as and when certification is provided by examining bodies.

Onsite Procedures

1. Staff immediately tend to the child, offering the relevant first aid.
2. Depending on the severity of the accident, a first aider and a manager come to the child and make some initial assessments
3. If the accident is of a more serious nature but not requiring follow up medical treatment the parent or carer of the child will be telephoned and told the details of the accident and the care given.
 - For any accident involving a blow to the head, parents will be informed as soon as possible and staff will monitor the child at 15 minute intervals for the next hour
4. The parent is the only person who can decide if it is necessary for the child to be collected early, but staff may offer their opinion given their knowledge of the child's particular circumstances.
4. If a child has a serious accident whilst at the centre and requires medical attention we notify Ofsted within the required timeframe and follow any advice supplied.
5. Parents are asked to sign the accident form as they pick up their child to acknowledge that they have had the accident explained to them. A member of the senior leadership team also countersigns each accident form so they have oversight on repeat instances, health and safety lapses etc.
6. If a parent leaves with a child before being notified of an accident we will immediately make telephone contact with the parent to explain the accident and record this call in the accident book.
7. In the event of an accident involving an adult we report this to Islington through an on-line system.

Offsite Procedures

1. Upon noticing an injury that happened off site, staff will still tend to the child, offering any relevant first aid.
2. Staff then complete a 'body map', which describes the specifics, in as much detail as possible.
3. The parent or carer of the child will be telephoned and told the details of the injury and asked if they are aware of how it was sustained. This information is recorded on the 'body map' by a staff member.
4. Parents are asked to sign the body map as they pick up their child to acknowledge the account is an accurate one. A member of the senior leadership team also countersigns each body map so they have oversight on repeat instances, health and safety lapses etc.

Archiving

All completed accident forms are securely archived for future reference, as they may be required for safeguarding purposes. These will be kept for an appropriate amount of time depending on the child's age and particular circumstances. We adhere to the Data Protection Act and personal information is held in confidence with only the necessary people able to see or use it.

Related policies: First Aid and Accident Reporting, Safeguarding