

Willowview Early Learning Centre

Reporting of Accidents Policy

Legislative Framework

Care Standard 3.2 Well managed Service

HGIOELC Quality indicator 2.1 and 3.1

Standard circular: Health and Safety

Rationale

To ensure that all accidents within the centre are reported promptly and in line with Health and Safety legislation. To ensure that all accidents are recorded accurately and reported to parents or relevant persons promptly. To ensure that children are comforted in a sensitive manner.

Content and Context

We will endeavour to ensure that all measures are taken to prevent any accidents occurring, whilst children attend the centre. However as young children are curious and adventurous accidents can occur during play.

- All accidents will be reported immediately to the Senior Management team.
- The person who witnessed the accident should record what was observed in the accident sheet which is located within each play area.
- Priority should be given to the needs of the person involved in the accident.
- If a child has banged their head, this should be reported to the parents as soon as possible via telephone call and a visit to the hospital to be checked by a medical professional. If the child remains at nursery the child will be monitored by staff and this should be recorded.
- If the accident is reported by a member of the public, the staff member receiving the information should write a factual report in the Accident Report sheet, which should highlight that it's been written by a second party.
- Senior management team will advise staff on next steps and report appropriately i.e. RIDDOR, Care Inspectorate, Social Work or as guided by Argyll and Bute's Health and Safety Standards.
- It is the responsibility of the Head of Centre to report to Care Inspectorate and SSSC subject to severity of accident.

Monitoring

Health and Safety Officer in the centre will monitor and report all accidents that occur and take the necessary action.

Monitoring will also take account of where accidents are occurring and where there are identified areas of concern that may cause risk to children or staff. A risk assessment will be undertaken and findings will be reported to Council's Health and Safety Officer to ensure additional measures are put in place.

Policy adopted

July 2021

Policy to be reviewed

July 2023