

Introduction

Childcare practitioners must take steps to prevent accidents; and, when they do occur, respond quickly and appropriately to effectively manage the impact of them. All childcare providers should have a Health and Safety Policy and procedures for dealing with any accidents that occur on the premise or on outings. The *Accident Record* supports the recording and, where appropriate, reporting of accidents involving children as part of these procedures.

Ensuring accurate and consistent recording of accidents is important for several reasons:

- *Informing parents:* Parents must be informed of any accident involving their child. They will need to monitor their child in case symptoms arise later. They may also wish to take their child to the doctor as a precautionary measure. They must have as much information as possible to be able to make an informed decision.
- *Assessing risk:* A full and complete record of accidents will be a key factor in undertaking your risk assessment. Frequent analysis of your records will enable you to identify hazardous areas or repeat incidents, and make necessary changes in the interests of safe practice for both children and adults.
- *Potential insurance claims:* Even if it is anticipated that there is no injury or that the provider is unlikely to receive an action for damages, full details must be recorded, including witness statements, in case of future action.
- *Some accidents are reportable to the HSE and Ofsted.*

This book is not suitable for recording accidents involving adults; the Health and Safety Executive Accident Book is recommended for these accidents. Similarly, for major incidents or occurrences, the Pre-school Learning Alliance *Reportable Incident Record* contains guidance and a recording system. Other incidents involving children, for example behavioural incidents between children or a child arriving at the provision with a bruise on their knee, should be recorded and stored in the child's file to ensure you are able to spot any recurrences that may later raise a cause for concern. If you have a safeguarding concern, the Pre-school Learning Alliance *Safeguarding Children* publication should be referred to.

RIDDOR | Page 4-5

This section highlights the reporting procedures required to comply with the duties of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Potential insurance claims | Page 5

This section provides guidance on dealing with incidents where they may be an insurance claim.

Accident records | Page 6-53

Complete the record accurately as soon as possible after the accident. For major accidents complete the record as normal and then refer to the RIDDOR procedures on page 52. Always bring the *Accident Record* book, as well as the first aid box, when you go on outings. A trained paediatric first aider must also be present and there must be sufficient trained paediatric first aiders on the premises at all times. All accidents which occur during the provider's activities must be recorded.

It is very important for children's accidents that the record system used **does not** allow any records to be removed. Confidentiality is of course important, but risk management is equally so. Records are kept in the book to enable effective risk assessments to easily spot any reoccurring accidents and allow for accident prevention. The Data Protection Act (1998) deems these records confidential. For that reason, only the records of one child (although it can be several records for that child) can be entered on a page. Parents should not be allowed to see records other than for their own child and the book cannot be accessible to anyone but staff. Providers must inform parents of any accident or injury sustained by their child on the same day, or as soon as reasonably practicable, and of any first aid treatment given.

Ambulance request form | Page 54

This form should be prepared for an emergency when an ambulance needs to be called. All staff should know how to call the emergency services. The form should be photocopied for use, and then kept in the child's personal file once completed.

Accident records for _____ (full name and age of child casualty)

Date and time of accident	Place of accident	Circumstances of accident	Nature of injury	Treatment given	Medical aid sought (if any)
SAMPLE					