

## Accident and Critical Incident Policy

### Aim

The aim of this policy is twofold:

to outline the procedures that staff and volunteers need to go through when a child or an adult has an accident or medical emergency at the pre-school or on a Stepping Stones outing, to help the staff and Committee manage the impact of a critical incident.

### In the event of an accident or medical emergency requiring the emergency services

- First Aider gets first aid kit, apron and gloves if necessary and assesses child/adult and stays with them.
- Gather and reassure the other children and take them inside to a carpet area.
- Call 999. Children **must not** be taken to hospital by car.
- If necessary call school office **761264**, canteen **768369**, another member of staff or a member of the Committee to request an adult for assistance and in order to make up ratios.
- Call child's parents/carers or emergency contacts on their registration form if they are unavailable or call adult's emergency contacts. Decide whether they should meet their child at the hospital or come to pre-school.
- Collect child's/adult's medical information from their personal file and medication.
- The First Aider must accompany children to hospital if parents/carers do not arrive in time.
- Make contingency arrangements for First Aider e.g. collection of children from school.
- Clean up following Health & Hygiene Policy procedures.

### Procedure for reporting accidents or medical incidents

*There are separate procedures for child protection matters or behavioural incidents.*

When there is a serious injury to a child, parent, employee or visitor:

- Record the injury in the accident book as detailed in the Health & Safety Policy.
- Inform OFSTED within 14 days **0300 123 1231**.
- Report to the Health and Safety Executive (HSE) using the format for the Reporting of Injuries, Disease and Dangerous Occurrences (RIDDOR) [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm) within 15 days or immediately in the case of a fatality or serious injury **0845 300 9923**
- See the OFSTED factsheet **Serious accidents, injuries and deaths that registered providers must notify to OFSTED and local child protection agencies** for the definition of serious injuries.
- See the HSE information sheet **Incident reporting in schools (accidents, diseases and dangerous occurrences)** for guidance on what needs to be reported.
- Record in the red incident book kept on the windowsill in the office.

### Critical incidents

- A critical incident is an event that could have emotional or organisational impact on the whole setting. This may be an event that causes injuries or fatalities, or an event that does not cause an accident, but could have done such as a gas leak.

- Incidents include:
  - break in, burglary, theft of personal or the setting's property
  - an intruder
  - fire, flood, gas leak or electrical failure
  - attack on member of staff or parent on the premises or nearby
  - any racist incident involving staff or family in the setting
  - death of a child
  - a terrorist attack, or threat of one.
  - traumatic evacuation
  - a child protection incident
- In the Red incident book we record the date, time and location of the incident, nature of the event, who was affected, who it was reported to and any references. This would include the police and insurers. We would also record any advice given by the emergency services and any action already taken.
- In the event of a traumatic or tragic event we would request support from the Critical Incident Support Line **07623 912974**.
- In the event of a fatality consider:
  - Staff:
    - How to inform them?
    - Do they need support?
  - Parents and carers
    - Inform them that they will receive a letter. Consult with those concerned if they would like names disclosed.
  - Children
    - Always have a brief discussion with the children.
    - Give parents the opportunity to inform their children first.
    - Talk in small groups.
    - Avoid euphemisms and in the case of a fatality explain what death is in simple terms. e.g. when your body stops breathing or your heart stops beating.
  - Press
    - 'I will get back to you' then contact Critical Incident team and those involved.
    - Compose statement including information that you are authorised to use by those involved. In the case of a fatality this could be some nice words about the child.
  - Business Continuity
    - Consider what to do long term if the incident makes the premises unusable.

## **Meningitis**

- In the case of suspected or confirmed meningitis inform the Anglian Health Protection Team (AHPT)
- Inform parents as soon as possible by text or email that there is a case of suspected meningitis, that the AHPT has been informed, that we have been advised that we can stay open and that they will shortly receive a letter. Make signs and symptoms cards available.
- If the meningitis is confirmed the AHPT will advise on the content of the letter.

- It is not necessary to deep clean the premises or to close and the likelihood of a second case is extremely small.
- Risk contacts are those who have lived or slept in the same household as the case or had mouth-to-mouth kissing contact since 7 days prior to the contact.
- If there is a second case with-in 4 weeks then the AHPT will advise on what to do next.

## **Appendix**

- **Critical Incidents & Trauma Management in Early Years settings Emergency information** (kept on window sill in office).
- **Managing death and critical incidents in Early Years Settings** (powerpoint).
- **Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers** (HSE).
- **Serious accidents, injuries and deaths that registered providers must notify to OFSTED and local child protection agencies (OFSTED).**
- **Understanding Meningitis - a guide for early years practitioners (The Meningitis Trust).**
- **Talking with young children about suicide.**
- **Children's reaction to critical and traumatic events Information for parents and teachers.**
- **Bereavement support.**