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Recording accidents and incidents

Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by Testlands and its staff.

All such accidents or incidents will be recorded in detail and logged online using our accident incident online system. On collection of the child, a member of Testlands' staff will, in person, inform the parent/carer about the details of the incident and any action taken. Upon request, parents/carers can be emailed all relevant information of the accident/incident.

All incidents and accidents will be reviewed within seven days by a senior member of staff to identify gaps in provision. Pertinent information will be collated and shared with the leadership team, which will be used to improve quality of care in the following ways:

- Staff training
- Performance management
- Potential update of risk assessment/management

Reporting to Ofsted and Social Services

Testlands will notify Ofsted and Social Services of any serious accident, illness, injury or death of any child whilst in its care, including while on outings. Testlands will notify Ofsted and Social Services if a child in our care needs to go to a Hospital Accident and Emergency Department (and requires hospitalisation for more than 24 hours), either directly from the setting or later, as the result of something that happened while the child was in our care. Notification will be made by telephone as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

Ofsted define serious injuries as:

- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple painkillers
- acute confused state
- persistent, severe chest pain or breathing difficulties
- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours

- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

Ofsted define minor injuries which do not need to be reported as:

- sprains, strains and bruising
- cuts and grazes
- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest.

Reporting to the Health and Safety Executive (HSE) under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

If a child is injured while in Testlands care, an investigation will decide if it needs to be reported to the HSE under RIDDOR.

RIDDOR states that 'the essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. (<https://www.hse.gov.uk/pubns/edis1.pdf>)

Last reviewed: September 2021

Date of next review: September 2022