



SIMPLY PENDOYLAN

Accident & Incident Policy

An **accident** is an unplanned, unintended event that results in injury (e.g. a child trips and hurts their knee).

An **incident** is an event involving another person which may result in injury (e.g. a child is pushed and hurt).

Purpose

This policy ensures that all accidents and incidents are:

- Managed appropriately and promptly
- Recorded accurately
- Reported in line with legal and regulatory requirements
- Used to improve safety and reduce future risk

All staff are responsible for following this policy.

The safety and wellbeing of children is paramount at all times.

Legislation and Guidance

This policy is in line with:

- Care Inspectorate Wales (CIW) requirements
- National Minimum Standards for Regulated Childcare
- Children and Families (Wales) Measure 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (**RIDDOR**)

Immediate Procedure Following an Accident or Incident

- The child will be comforted and reassured
- The injury will be assessed immediately
- First aid will be administered by a qualified paediatric first aider
- Emergency services will be called if required
- The parent/carer will be contacted as soon as possible

Parents/carers will always be contacted in the event of a head injury

Where necessary, parents/carers will be asked to collect their child or meet staff at hospital.

After Every Accident or Incident

- A written accident/incident report will be completed **on the same day**
- The report will be signed by staff and witnessed
- Parents/carers will be informed and asked to sign the report

- The child will be monitored for any changes in condition
- All accidents/incidents will be reviewed to identify patterns
- Risk assessments will be updated where required

Safeguarding

If an injury is:

- Unexplained
- Inconsistent with the explanation given
- Suspicious in nature

Staff must follow the setting's **Safeguarding Policy immediately**.

This may include recording concerns and reporting to the Designated Safeguarding Person.

CIW Notification Requirements

We will notify **Care Inspectorate Wales (CIW) without delay** of any serious incident.

This includes:

- Serious injury to a child
- A child being taken directly to hospital
- Any incident requiring significant medical treatment
- Allegations of harm or abuse
- Any event that may affect the safety or wellbeing of children

CIW actively monitors such notifications and may take regulatory action where necessary

RIDDOR Reporting

We will report incidents to the Health and Safety Executive (HSE) where required under RIDDOR.

Reportable incidents include:

- Death of any person
- Specified serious injuries (e.g. fractures, loss of consciousness, serious burns)
- A child (non-worker) being taken directly to hospital for treatment
- Dangerous occurrences

RIDDOR applies when an accident is work-related and results in a reportable injury

First Aid

- Staff hold valid **Paediatric First Aid** certificates (renewed every 3 years)
- A fully stocked first aid kit is available and regularly checked
- The manager is responsible for:
 - Maintaining first aid supplies
 - Ensuring children's medical and emergency details are up to date

The first aider will determine whether:

- Treatment can be provided on-site, or
- Further medical attention is required

Recording Accidents and Incidents

All accidents/incidents must be recorded **immediately and on the same day** by the staff member who witnessed the event.

Forms must be completed clearly and accurately.

Accident/Incident Report Must Include

- Whether it is an accident or incident
- Date and time
- Full description of the event
- Description of care given
- Name and signature of person dealing with the incident
- Name of qualified first aider (if applicable)
- Description and position of injury (body map if required)
- Witness signature
- Counter-signature (qualified practitioner)
- Parent/carer signature
- Whether further medical advice is required
- Record of monitoring checks (every 5–10 minutes if needed)

Confidentiality:

The identity of any other child involved must remain confidential.

Where applicable, both accident and incident forms must be completed.

Monitoring Following Injury

Children will be monitored after an accident, particularly:

- Head injuries
- Bumps or falls
- Any injury requiring ongoing observation

Monitoring checks will be recorded, including time and staff member responsible.

Information Storage and Retention

- Records are stored securely in line with GDPR
- Accident and incident records are retained for **21 years and 3 months**