1. **Statutory Requirements** 
   1. We follow the guidelines on the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR, 1995) for the reporting of serious and dangerous accidents and incidents in nursery. (See RIDDOR guidance and reporting form: [www.riddor.gov.uk](http://www.riddor.gov.uk))
   2. Child protection matters are reported via a separate policy elsewhere.
   3. With regard to the EYFS statutory framework 3.48 & 3.49 (2012), the written recording and reporting of accidents and incidents (including first aid treatment) forms a crucial part of our responsibility to keep children healthy and safe (Unique child). Our approach to positive relationships is important as we keep parent/carer(s) fully informed of any accident or injury sustained by the child, particularly via our system of assigning a key person who ensures that every child’s care is tailored to meet their individual needs.
   4. The requirements to notify Ofsted include where there is a serious accident, illness or injury to, or death of, any child while in the provider’s care, and the action taken as a result. Provider’s must notify Ofsted about:
      * The death of a child while in their care, or later, as the result of something that happened while the child was in their care
      * Death or serious accident or serious injury to any other person on the premises (Childcare Register only)
      * Serious injuries
      * Where a child in the provider’s care needs to go to an accident and emergency department of a hospital (and requires hospitalisation for more than 24 hours), either directly from the provision or later, as the result of something that happened while the child was in the provider’s care
      * Any significant event that is likely to affect the provider’s suitability to care for children.
   5. Baby Bears definitions of an accident and incident?
      * Accident - An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury. E.g. tripping over and hurting your knee
      * Incident - An incident is an event or occurrence that is related to another person's, typically resulting in an injury. E.g. being pushed over and hurting your knee.
2. **Our Procedure**

Baby Bears Day Care must keep a record of all Accidents and Incidents on an Accident/Incident form. These records are kept safe and secure at all times.

The following details must be included on every form:

• The Date & Time of the accident/incident

• Child’s full name and date of birth and room

• Details of what happened before the Accident/Incident

• Details of where on the child’s body they have injured (use body map)

• A description of the injury, for example a bump or graze

• First aid treatment given

• Signature of the staff member who witnessed the Accident/Incident

• Signature of a senior staff member

• Signature of the child’s parents/carer or proof the form has been uploaded to the child’s Tapestry.

Baby Bears Day Care must always inform the parents of any accidents or injuries sustained by the child whilst in nursery care and any first aid treatment given. The parent then is asked to look at the the Accident/Incident Form on their child’s Tapestry. Should any child come into the nursery with a pre-existing injury a member of staff will discuss the injury with the parents and if necessary an agreed action plan will be put into place to ensure the child’s safety whilst in the nursery. All forms are able to be photo copied for Parent/Carers information. A follow up telephone call shall be given when a pre-existing injury has been spotted by staff but not yet reported by parents/carers.

1. **Reporting serious accidents/incidents**
   1. If in the case of a serious accident or injury to, or the death of any child whilst at Baby Bears Day Care, Ofsted and the local child protection agencies must be notified as soon as reasonably practicable but no later than 14 days after the incident occurring and Baby Bears Day Care must act on any advice given.
   2. RIDDOR must also be notified of any serious accident, illness, or injury to, or even death of any child whilst at Baby Bears Day Care. If a staff member has been injured and causes them to be off work, or not able to perform their usual job for more than 7 days. These need to be reported on an F2508 form (which can be found online at www.hse.gov.uk). These need to be reported within 5 days.
   3. All serious Accidents/Incidents will be investigated properly to help prevent a recurrence and staff should co-operate with any investigation.
   4. All accidents/ Incident records should be kept for 21 years for insurance purposes. At all times one person who has a current first aid for childcare certificate must be on the premises at all times when the children are present.
   5. When injuries are life threatening such as cardiac arrest, spinal injuries, sever haemorrhage or when injuries are such that they cannot be treated on site with the provision of first aid, an ambulance will be called, and a responsible person will be detailed to receive the ambulance and direct to Accident and Emergency Department. Where hospitalisation for more than 24 hours, either directly from nursery, or as a result of something that happened while the child was in out care, we will inform Ofsted.
   6. Serious injuries which will be reported to Ofsted:
      * Broken bones or a fracture
      * Loss of consciousness
      * Pain that is not relieved by simple pain killers
      * Acute confused state
      * Persistent, severe check pain or breathing difficulties
      * Amputation
      * Dislocation of a 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, hear-induced illness, or unconsciousness; or requiring resuscitation or 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; and
      * Medical treatment where there is reason to believe that this resulted from exposure to biological agent, or its toxins, or infected material.
   7. Baby Bears Day care is not required to inform Ofsted of minor injuries, but we must keep a record of these. These minor injuries include:
      * Sprains, strains, and bruising
      * Cuts and grazes
      * Wound infections
      * Minor burns or scalds
      * Minor head injuries
      * Insect and animal bites
      * Minor eye injuries; and
      * Minor injuries to the back, shoulder, and chest

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| **Local Authority (LA) contact’s** | |
| Ofsted | 0300 123 1231 |
| Baby Bears Day Care follows the safeguarding protocols and procedures of our safeguarding Partners | Milton Keynes Safeguarding Board - <http://www.mkscb.org/>  Milton Keynes Council – [www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk) |
| The Designated Officer for child protection | Designated Lead - Hannah Parker ([hannah@babybears.co.uk](mailto:hannah@babybears.co.uk))  Deputy - Chelsea Cunningham ([chelsea@babybears.co.uk](mailto:chelsea@babybears.co.uk))  01908 501032  MASH Team – 01908 253169/70 |
| Local authority children’s social care referral team(s) | Milton Keynes Safeguarding Board – 01908 257373  MASH Team – 01908 253169/70 |
| Local Authority Prevent Lead | [Jane.harrison@miltonkeynes.gov.uk](mailto:Jane.harrison@miltonkeynes.gov.uk) 01908254533  Rachel Mahon police prevent lead 101  Terrorism helpline 0800789321 |
| Local authority’s out of hours contact numbers | MASH – 01908 265545 |
| Where there is a risk of immediate serious harm to a child a referral should be made to children’s social care immediately by the DSL (Hannah Parker) or DDSL (Chelsea Cunningham) in her absence.. If a child is in immediate danger ring **999**. | |
| Local Police Emergency | 999 |
| Local Police non-emergency | 101 |