

21. Serious Injury or Fatality Policy

21.1 Statement of intent

The pre-school aims to offer a safe and stimulating play environment where all children can explore and enjoy a range of new play experiences. The children are made aware of health and safety issues when using equipment and tools and are encouraged to use them safely. We plan activities that incorporate personal safety and the safety of others at a level appropriate to their understanding.

21.2 Serious Injury

The Manager will assess the situation for safety of themselves, injured child or adult, staff, volunteers and other children. Once this has been established the injured child or adult will be examined carefully by a fully trained First Aider to assess the extent of injury and what treatment is required, or if a GP or ambulance is to be called. Another member of staff will be present. The rest of the children will be reassured and supervised in another area by remaining staff. If extra support is required, Bank Staff will be called in to assist. Where possible the area where the injured child/adult is will be screened off using the portable display boards. The Manager and another member of staff will remain with the casualty until help arrives.

An Early Years Practitioner will retrieve and carry out the following:

- First Aid Box
- Register for Emergency Contacts
- Mobile Telephone
- Complete Emergency Form 1 in the register and contact emergency services (GREEN SECTION)
- Contact Chairperson / committee member / bank staff for additional support if needed
- Contact parents or if no contact is made the emergency contact as stated on the emergency contact record.

The First Aider will monitor, treat and stay with the injured child/adult until help arrives. When a child needs to go to hospital, if no contact can be made with either the parent or person registered on the emergency contact record, a member of staff will accompany the child in the ambulance and stay at the hospital with the child (if appropriate) until the parents arrive. This member of staff will take and pass over the child's emergency record form to the medical staff. Duty of care and any decisions regarding medical intervention would be passed to the hospital doctor and is not the responsibility of the pre-school staff. Parents/carers have given written permission on their child's emergency record form agreeing that they understand this procedure.

In the event of a death of a child or adult the police will be notified and they will inform the next of kin

The Manager will be responsible for the following:-

- Recording all information in the Accident/Incident Books including the completion of 'Riddor Form' informing the Health and Safety Executive.
- Informing Ofsted of the incident.
- Carry out a full risk assessment to establish what caused the incident and what changes have to be made to maintain the health and safety of children and adults.

- Discuss any decisions or actions taken with committee, parents/carers, staff and children.
- Arrange debriefing for children and adults.

The pre-school will notify Ofsted and the Local Safeguarding Children's Board of any serious accident or injury to, or serious illness or the death of, any child whilst in our care, and act on any advice given. The pre-school is aware that without reasonable excuse if they fail to comply with this requirement they are committing an offence and may be subject to prosecution.

21.3 Links to other policies, legislation and forms:

- Accident Book
- Registration File – Emergency Contact forms
- Health and Safety at Work Act 1974
- Reporting of Injuries, Diseases & Dangerous Occurrences (Amendment) Regulations 2012 – UK Statutory Instrument

This policy was adopted at a meeting of Walton Under Fives Pre-School held July 2011. It was reviewed at a committee meeting in March 2018

Signed (Pre School Manager) Date

Signed (Committee Chair) Date