



Lyndhurst Pre-School

Recording and reporting of accidents and incidents

We follow the guidelines of the reporting Injuries, Diseases and Dangerous occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate policies for this.

EYFS Key themes and commitments

A unique child	Positive Relationships	Enabling Environments	Learning and development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.4 The wider context	

Procedures

Our Accident book and Pre-Existing Injury book;

- are kept safely and securely;
- are accessible to all staff who know how to complete it;
- are reviewed half termly to identify any potential or actual hazards and for safeguarding reasons.

Ofsted is notified at the earliest opportunity of any injury requiring treatment by a general practitioner or hospital, or death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the health and safety officer using the format for the reporting of injuries, diseases and dangerous occurrences.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the reporting of injury, disease and dangerous occurrences regulations).

We report to the Health and Safety Officer - in the setting

- Any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

This policy was adopted at a meeting of Lyndhurst Pre-school Board of Directors

Held on (date)

Signed on behalf of the pre-school

This policy was taken from the PLA Policy and Procedures