

## Accident & Incident Policy

### Purpose of the policy

Wildwood Nature School follows the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013) for the reporting of accidents, incidents and near misses. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this (please see our *Child Protection & Safeguarding Policy* and *Behaviour Policy*). This policy outlines our procedures and reporting for accidents and incidents. See also the *First Aid, Sickness & Medication Policy* and *Emergency Procedures Policy*.

### Procedure for accidents

- For all accidents, staff fill out an accident form;
- Any accident involving a child or adult is recorded in this way;
- For minor accidents (e.g., small cuts, grazes) parents will be notified at the end of the day, not straight away;
- When necessary, first aid will be administered by the staff who are first aid trained;
- At the end of the school day the parent or carer collecting the child will be informed and asked to sign the accident form;
- For more serious accidents the parents will be informed straight away;
- If necessary, staff will call the emergency services, before calling parents/carers. Staff will give a copy of the child's personal/medical details from the school Management Information System to the emergency services when they arrive;
- A member of staff will meet the ambulance at the woods or school entrance and direct the crew to the incident site;
- If an injured person is taken to hospital, one member of staff will go with them and the parent/carer/family will be updated about the situation;

- Accident forms are kept on file (in the accident log) for 20 years;
- Accident forms are reviewed on a regular basis to check for patterns or repeated accidents and identify potential risks and hazards;
- More serious accidents (see below) are investigated to try to prevent it happening again. This investigation is recorded and the documentation kept on file with the accident log.

## Procedure for incidents

- An incident is considered to be any dangerous or potentially harmful occurrence that happens at Wildwood Nature School;
- At the earliest safe opportunity, the staff member discovering an incident records it on an incident form – the date and time of the incident, nature of the event, who was affected and what action was taken;
- When appropriate, on discovery of a major incident, staff will report it to the appropriate emergency services before taking any other action and then follow the advice given by the emergency services;
- For major incidents or if a crime may have been committed, staff will take full witness statements and keep them with the incident form;
- Any logged incident is brought, by the reporting staff member, to the attention of the co-heads of school;
- The co-heads of school will decide what follow up action, if any, is required – see below;
- Any follow up is recorded on, or filed with, the original incident form.

The above does not apply to child protection or safeguarding concerns relating only to an individual child. These are covered in the [Safeguarding & Child Protection Policy](#).

## Responding to serious accidents and incidents

- If an incident raises serious safeguarding concerns, all school parents will be notified by email as well as the local authority designated officer (LADO) for safeguarding.
- Ofsted is notified as soon as possible, but within 14 days at most, of any instances which involve:

- o food poisoning affecting two or more children during a day at Wildwood Nature School;
  - o a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
  - o the death of a child in our care.
- Camden First Response (children's social care) are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by them.
  - Any food poisoning affecting two or more children or adults at Wildwood Nature School is reported to Camden's Environmental Health Department.
  - We meet our legal requirements in respect of the safety of all staff employees and the public by complying with RIDDOR (2013).
  - We report to the Health and Safety Executive (HSE):
    - o Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment;
    - o Any work-related accident leading to a specified injury to a member of staff. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations;
    - o Any work-related accident leading to an injury to a member of staff which results in them being unable to work for seven consecutive days. All work-related injuries that lead to a member of staff being incapacitated for three or more days are recorded in our accident book;
    - o When a member of staff suffers from a reportable occupational disease or illness as specified by the HSE;
    - o Any death, of a child or adult, that occurs in connection with a work-related accident;
    - o 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.
  - Information for reporting incidents to the Health and Safety Executive is provided in the Learning Alliance's Accident Record publication. Any dangerous occurrence is recorded in our incident book.

### **Policy review**

Policy created: October 2022

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