

St. John the Evangelist Catholic Academy

EYFS



Policy on Reporting of Accidents and Incidents

Date of review: July 2019

Policy Statement

At St. John the Evangelist we follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

Procedures

Our accident book:

- 1.1 Is kept in a safe and secure place
- 1.2 Is accessible to staff and volunteers, who all know how to complete it
- 1.3 Is reviewed at least half-termly to identify any potential or actual hazards

Reporting accidents and incidents:

Ofsted is notified as soon as possible, but at least within 14 days of any instances which involve:

- food poisoning affecting 2 or more children looked after on the premises (to be reported to the local Environmental Health Department)
- serious accident or injury to, or serious illness of, a child in our care and the action we take in response
- the death of a child in our care

Our incident book:

We keep an incident book for recording major incidents, including those that are reportable to the Health and Safety Executive. This is kept in the school office.

The following information will be recorded in the incident book:

- date and time of the incident
- nature of the event
- who was affected
- what was done about it
- if it was reported to the police (crime number if reported)
- any follow up or insurance claim made