



ACCIDENT REPORTING POLICY

Overview

Any accident to a child or adult should be reported to a more senior member of staff, however trivial it appears. Very young children particularly those with limited communication, may not be able to say if they feel unwell or have hurt themselves so any fall or bump should be recorded and reported. The accident reporting books for recording child accidents are kept in the respective rooms. The staff accident log is kept in the main office. There are also forms for recording near misses and **incidents** (these are kept in the main office). Staff should note that there is a clear distinction between incidents and accidents and that the procedure outlined below is to be used for accident reporting only. Please see the **Incident Reporting Policy** for further information.

The procedure for reporting accidents is outline below.

Accidents involving children

If a child has any kind of accident whilst in nursery, e.g. a fall, a trapped finger, or a collision etc it should be discussed verbally with a more senior member of staff and then recorded in the child accident book. More serious or unusual accidents **MUST** be reported to a member of the senior leadership team.

- All staff, students, volunteers, visitors etc. are responsible for reporting any accident.
- Once the child has been attended to and any injury or distress dealt with the member of staff witnessing the accident should record what happened, noting time, place and what was done in the children's accident book. These are carbon copied so the original is sent home to parents and the carbon copy is kept.
 - The copy of the accident form will be sent home on the same day of the accident occurring so that parents can watch for any signs of concern later on in the day if necessary.
- If the accident involves a head injury, parents should be warned to look out for drowsiness or vomiting later, even if there appears to be no injury.
- If the child is showing undue distress or if the injury is more severe, but not requiring hospital treatment, parents should be phoned as well in order to consult and reassure verbally. (NB, please note that the slip should always be sent home so that a written report is given to parents, whether or not the parent is verbally notified)
- For any accident requiring hospital treatment or check up, the medical emergency procedure should be used. It should still be reported in the accident book as above and the original given to parents. Parents will be contacted, however, and will attend the hospital. Additionally, for any serious accident or one requiring hospital treatment, accidents should be logged on 'My Health And Safety' and an **Accident Investigation Report Form** should be completed. These are shared with the LA , H and S Team. See list of what constitutes a major injury at the end of this policy.
- We will notify Ofsted of any reportable injuries as per regulations.



Accidents involving staff

- All accidents occurring during school activities, and which cause injury (however minor) to any adult must be reported in the accident book and logged on 'My Health & Safety' and shared with LA.
- This should be completed as soon as possible after the accident has occurred by the staff member involved. It will be logged onto 'My Health & Safety' by the HT with input from the member of staff involved.
- In the event of a major injury or incident, HT (DHT) will inform H and S Advisor directly by phone also.

Reporting serious injuries, accidents and illnesses to Ofsted

You don't need to report a minor accident, injury or illness suffered by a child in your care.

Serious injuries, accidents and illnesses

You must tell Ofsted about any of the following:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

Minor injuries

You do not need to tell Ofsted about minor injuries, even if treated at a hospital (for less than 24 hours). These include:

- animal and insect bites, such as a bee sting that doesn't cause an allergic reaction
- sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces
- cuts and grazes
- minor burns and scalds
- dislocation of minor joints, such as a finger or toe
- wound infections



Eyes

You must report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. You must also tell us about any:

- penetrating injury to the child's eye
- chemical or hot metal burn to the child's eye

Substances and electricity

If a child in your care suffers any injury from, or requires medical treatment for, any of the following situations you must tell Ofsted:

- from absorption of any substance:
 - by inhalation
 - by ingestion
 - through the skin
- from an electric shock or electrical burn
- where there is reason to believe it resulted from exposure to:
 - a harmful substance
 - a biological agent
 - a toxin
 - an infected material

Policy reviewed and approved: 2/12/25

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Local Governing Board)