



Accident and Incident Policy

Policy Statement

Great care is taken by all employees at Play Inclusion Project to prevent any injury to children, young people, staff and volunteers. It is a legal requirement to have a member of staff present at each session with a current First Aid qualification. Play Inclusion Project follows the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences for the reporting of accidents and incidents.

Safeguarding issues are not regarded as incidents and there are separate reporting and recording procedures for these.

In the event of an accident/injury:

- Reassure the injured party and assess the situation regarding first aid and care.
- Take appropriate action e.g. telephone for help, request a first aider.
- Support staff must remove other children/young people from the immediate area.
- A qualified person is to administer first aid if necessary. Appropriate PPE should be worn when administering first aid.
- Assess the injury and decide on further action. If necessary, and the injury is to a child, contact the child's parents/carers and inform them of what has happened.
- If staff or volunteers are injured, advise them to go and seek medical advice if appropriate. In the case of serious injury, contact the employee's emergency contact.
- Ensure an Accident/Incident Form is completed. These are to be signed by parents/carers on collection of their child. Injured staff are to sign for themselves.
- Completed Accident/Incident Forms are to be handed to the CEO for secure storage.

If an injury requires immediate medical attention:

- ☐ Dial 999 and explain the situation calmly and clearly giving the exact location and building details.
- ☐ One member of staff, either the Area Manager or Group Supervisor, should accompany the injured party in the ambulance along with the paramedics.

- The remaining supervisor, should contact the individual's emergency contact and request that they go to the hospital to meet you there. Emergency contacts should not come to the setting as this would waste valuable time.
- The Area Manager or Group Supervisor must ensure an Accident/Incident Form is completed and signed by the relevant employees and witness.
- All forms are to be handed to the CEO for secure storage.

Responding to an incident between children/young people

There will be instances when children trigger each other and support staff will need to step in to deal with incidents. Profile booklets will be on site and action taken should, wherever possible be in line with the child's care plan.

Any incidents between children should be recorded on the accident/incident form.

If a particular child is persistently involved in incidents an ABC form should be completed to ascertain any particular patterns or triggers to behaviour.

Reporting Serious Accidents/injuries

Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities, to identify where and how risks arise, and to investigate serious accidents. They can then help provide advice on how to reduce injury, and ill health in your workplace.

- If major injury/death or over-three-day injury has occurred then it is a legal requirement to report the accident/incident to RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995)
- Reports to RIDDOR can be made by the CEO or the employee themselves by completing the online form.
- A copy of the information reported to RIDDOR will be sent to the employers regardless of who has submitted the report.

For most businesses, a reportable accident, dangerous occurrence, or case of disease is a comparatively rare event, but it does occasionally happen and must be reported.

