

## **Accident Policy**

### **Coldstream ELC**

**Date:** September 2024

**Review Dates:** January 2026

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#### **Introduction**

This policy aligns with current national guidance and Scottish Borders Council (SBC) procedures.

#### **Aim**

To ensure that children receive appropriate and timely care following any accident that occurs while they are in our setting, and that all staff understand and follow the correct procedures.

We recognise that children need opportunities to take appropriate risks during play. Staff will assess potential risks and make balanced judgements that support children's development while minimising the likelihood and severity of harm.

All accidents will be managed calmly, sensitively, and with due care.

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#### **Recording Accidents**

All accidents sustained while a child is in our care will be documented on an accident form. Forms are stored in the accident folder. A copy will also be shared with parents/carers via the Showbie app and at the end of the session. Parents/carers are required to sign to confirm they have seen the report.

#### **Accident/Incident Forms**

The accident/incident form must include:

- The child's full name and date of birth
- The date and time of the accident, incident, or near miss
- A clear description of how the accident occurred
- The action taken
- The name of the staff member who dealt with and/or witnessed the accident

#### **Forms must not be altered.**

If an error is made, the original form must be destroyed and a new one completed.

All completed forms must be shown to the parent/carer for signature, and a copy should be given to them.

#### **Students**

Students on work placements **must not** complete accident forms.

If a student witnesses an accident, they must immediately report it to the Early Years Officer (EYO) or person in charge, who will follow the appropriate procedure.

In line with Care Inspectorate guidance, staff must **omit the names of any other children** involved in the accident.

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### **Communication With Parents/Carers**

If a parent or carer has concerns about an accident, they should discuss these with the Early Years Officer.

If a child sustains a **serious injury** or a **bump to the head**, the ELC will telephone the parent/carer prior to collection to inform them.

Children who receive a bump to the head will be closely monitored and supported for the remainder of the session.

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### **RIDDOR Reporting**

Where applicable, accidents will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995) to the Care Inspectorate or the relevant health and safety authority.

#### **What Must Be Reported Under RIDDOR?**

Employers, the self-employed, or those in control of a workplace must report:

- Deaths
- Major injuries
- Over-3-day injuries (where an employee or self-employed person is unable to perform normal work duties for more than three consecutive days)
- Injuries to members of the public or others not at work that result in them being taken to hospital
- Certain work-related diseases
- Dangerous occurrences (near misses that could have resulted in injury)
- Dangerous gas fittings identified by CORGI-registered gas fitters, and certain flammable gas incidents

RIDDOR applies to all work activities, but **not all incidents are reportable**.

If uncertain whether an incident should be reported, contact the **Incident Contact Centre (ICC): 0845 300 9923**.

**SLT Signature:** *Catherine Douglas*

**Date:** 05.01.2026