



# The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 1 of 11

## FIRST AID AND ACCIDENTS

Clear procedures are essential for the safety of children and staff. The procedures outlined below form part of induction for staff and volunteers.

### FIRST AID REQUIREMENTS

The Dell has a duty to ensure that emergency first aid is available for children and staff.

At least one trained "emergency first-aider" is present at each *Dell site* and at all trips off site. The Dells Manager Deputy Manager and Senior Playleaders are required to have a current first aid certificate at all times. (See appendix 1 for First Aid trained staff nb qualified in Paediatric First Aid)

Under OFSTED standards Paediatric First aid (PFA) criteria is now provided on page 36 of Early Years Statutory Framework. Any staff members who have completed level 2 or 3 qualifications after 30 June 2016 must have a PFA certificate in date to count in the ratios. Also, all other staff are trained to be able to act in an emergency and are trained in basic first aid.

Where an accident occurs this must be logged in the accident book immediately (see below on how to complete this in more detail).

All staff and volunteers are trained in our accidents and first aid procedures. However only a certified first aider must administer first aid to a child or other member of staff.

First Aiders are also trained in Anaphylaxis and how to use an Epi pen.

First Aid boxes are easily accessible at all sites and on the holiday schemes. On trips a small First Aid Box is taken by the trip leader

The different Club Leaders are responsible for the first aid boxes which they might use and for ensuring that contents are checked and replenished as necessary (see Appendix 3). Staff and volunteers should inform the relevant Club Leader or Dell Co-ordinator of items that need replacement or replenishment. (See appendix 1 for contents.)

### RECORDING AND REPORTING ACCIDENTS

- i) All accidents involving any person in *The Dell* must be reported to the Co-ordinator/Club Leader responsible.
- ii) All accidents should be recorded in the appropriate accident file. Each club is to keep their own relevant records.



## The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 2 of 11

Records should include:

Date, time, place of accident  
Name of people involved  
Description of what happened  
Injury sustained  
Action taken

- iii) Following completion of the accident file, an injury form should be completed within 24 hours of the accident when required (see guidelines in induction pack).
- iv) An accident should then be reported to the Dell Health and Safety Officer or available Committee member by the Co-ordinator.
- v) All complete forms and files should be forwarded to the Dell Health and Safety Officer. Records must be retained for 15 years.

Serious accidents and incidents must be reported to the following;-

- 1) OFSTED – under the requirements of the Childcare (General Childcare Register) Regulations 2008, the statutory Framework for the Early Years Foundation Stage and the Early Years Foundations Stage (Welfare Requirements) Regulations 2007.
- 2) The local Child Protection Agency (SEE BELOW page 5)
- 3) The Health & Safety Executive (see below page 8 RIDDOR)  
Within 24 hours, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ("RIDDOR"). A written report on forms F2508 or F2508A must be sent by the Coordinator within ten days. (See Appendix 2)

Where an accident or incident involves a fatality of a child, staff member or volunteer the incident area should be sealed and Committee members informed. The police should be called to investigate the incident - the police will work in conjunction with the HSE who will assist the police with their investigation. Under Criminal Law witnesses and colleagues of the victim will be restricted in any public statements they make

### 1.0 Requirements for notifying OFSTED

As the Dell is on the Early Years Register and the Childcare Register OFSTED must be notified about any serious accident, injury or death that occurs to a child



## The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 3 of 11

whilst the child is in our care. This includes times where we are off the premises such as on an outing.

In addition OFSTED should be notified about incidents involving people other than the children we care for. This is because if a serious accident, injury or death to a person other than a child that you care for on your premises is brought to our attention, OFSTED may need to contact us to investigate whether it could have an impact on the care you provide for children.

### **How and when to notify Ofsted**

You must inform OFSTED if a serious accident, injury or death occurs in relation to the childcare you provide, as soon as you reasonably can, and in all cases, within 14 days of the incident. If you also need to notify your local child protection agency (see below), we recommend you do this at the same time.

The quickest and easiest way to notify OFSTED is to telephone 0300 123 1231. You will be asked some questions about the incident including when and where it happened, and the details of what happened. We will also ask for personal details (for example the name and age of the child or children involved; details of any other people involved).

They may ask that the information is put in writing. All information is kept on file whether this is given by telephone or in writing. OFSTED may need to share this information with other agencies that have duties in relation to the incident, such as local authority environmental health departments.

If you are on the Early Years Register you are committing an offence by not notifying us within 14 days, unless you have a reasonable excuse.

If you are on the Childcare Register it is not an offence but failing to notify us would be taken into account in making any decisions about your continued registration, if it was brought to our attention.

### **What you must notify to Ofsted**

Ofsted needs to know about:

- the death of a child whilst in your care, or later, as the result of something that happened while the child was in your care.
- death or serious accident or serious injury to any other person on your premises (Childcare Register only)
- serious injuries (please see the section below for the definition of serious injuries)
- where a child in your care needs to go to an Accident and Emergency



## The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 4 of 11

Department of a hospital (and requires hospitalisation for more than 24 hours), either directly from your provision or later, as the result of something that happened while the child was in your care

- any significant event that is likely to affect the suitability to care for children.

Serious injuries are defined as:

- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple pain killers
- acute confused state
- persistent, severe chest pain or breathing difficulties
- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

~We are not required to inform OFSTED of minor injuries, but you must keep a record of these incidents (see 'What records do I need to keep' below). You are also not required to inform us of general appointments to hospital or routine treatment by a doctor, such as the child's general practitioner, that is not linked to, or is a consequence of, a serious accident or injury.

Minor injuries are defined as:

- sprains, strains and bruising
- cuts and grazes
- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites



## The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 5 of 11

- minor eye injuries
- minor injuries to the back, shoulder and chest.

### **2.0 What you must notify to your local child protection agency**

If you are on the Early Years Register, the Statutory Framework for the Early Years Foundation Stage requires you to notify your local child protection agency of any serious accident or injury to or death of a child in your care and to act on the advice given. You must use your professional judgment, alongside any guidance you have from your local authority, on which serious accidents or injuries you inform your local child protection agency about. Some local child protection authorities have their own written guidance about the types of incidents you need to report to them. If you do not have any written guidance from your local authority then you should notify them of the same serious accidents, or injuries or deaths that you are required to notify to Ofsted.

#### **Requirement to inform parents**

The Early Years Foundation Stage requires providers, on the child's admission, to seek parental permission for any necessary emergency medical advice or treatment in the future. Provider must also inform parents of any accidents or injuries sustained by the child while the child is in their care and of any first aid treatment given. It does not give a timescale in which to do this but it is good practice to do this on the same day. This will normally be when the child is collected from the childcare provider.

The Dell ask parents to view the record of the accident/injury and sign to say they have seen it. Under data protection rules we not allow parents to view personal information other than that relating to their own child. Parents are informed of any accident or injury especially where first aid is necessary.

Where a child is picked up by someone other than the child's parent, with the permission of the parent, we would normally accept that notifying this person is sufficient to satisfy this requirement. This is included in the information given to parents.

#### **The records you need to keep**

Both registers require you to keep records of accidents. The Statutory Framework for the Early Years Foundation Stage states that 'Providers must keep a record of



## The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 6 of 11

accidents and first aid treatment'. This includes all times at which children are in the care of the provider, including outings.

The Dell will record the following in an accident/incident file;-

- ✓ the date, time and place of the event;
- ✓ personal details of those involved (name, age);
- ✓ a brief description of the nature of the accident and/or injury; and the type of treatment given.
- ✓ A part in the record for parents to sign to acknowledge that they have been told about the record.

Any records are accessible and available for inspection by Ofsted. We also review our accident and injury records for patterns and trends and in conjunction with our risk assessments.

### **What OFSTED may publish;-**

When OFSTED receive notification of a serious accident or injury, they publish a summary of the incident and resulting action on our website where we, or the provider, had to take action to meet the requirements for registration. They do not publish notifications where no further action was required. This is part of their general approach to publishing compliance actions as well as making as much information as possible available to parents and prospective parents, when choosing care for their child.

### **Examples**

#### **Of serious accidents or injuries you must report to us and your local child protection agency**

##### Example one

A child trips and falls in and loses consciousness due to a bang on the head. You must report this incident as it meets the definition of a serious injury.

##### Example two

A child is accidentally hit hard in the chest by a football during outdoor play and has persistent, severe breathing difficulties. You must report this incident as it meets the definition of a serious injury.

##### Example three

Parents take their child to hospital, several days after the child suffers a blow to the



## The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 7 of 11

head while at our childcare provision. The child is still suffering from the initial injury. You must report this incident as it meets the definition of a serious injury.

### Example four

A child breaks a leg during a fall. You must report this incident as it meets the definition of a serious injury.

### Example five

A child takes a heavy fall while running around and is taken to hospital; the child is kept in hospital for over 24 hours. You must report this incident as it meets the definition of a serious injury.

### **Examples of accidents or injuries you do not have to report to OFSTED or the local child protection agencies;-**

#### Example six

A child trips over their shoelaces, falls and sprains a wrist. You must keep a record of this accident but you are not required to report this incident to us, as it is a minor injury.

#### Example seven

A child cuts their lip on a toy. You must keep a record of this accident but you are not required to report this incident to us, as it is a minor injury.

#### Example eight

A bee stings a child while playing in the outdoor space. You must keep a record of this accident but you are not required to report this incident to us, as it is a minor injury (unless the child suffers an allergic reaction that requires hospital treatment).

However, in any of the examples above (examples six to eight), if the child does not recover as expected and is admitted to hospital for medical attention for 24 hours or more, then you must report the incident to us.

### Further information

The law that sets out our responsibilities is the Childcare Act 2006 and linked regulations. The specific regulation setting out serious accidents and injuries is The Childcare (General Childcare Register) Regulations 2008 (2008 No. 975): ([www.legislation.gov.uk/uksi/2008/975/contents/made](http://www.legislation.gov.uk/uksi/2008/975/contents/made)).



## The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 8 of 11

### 3. RIDDOR

RIDDOR means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

RIDDOR requires work-related accidents, diseases and dangerous occurrences to be reported. It applies to all work activities, but not all incidents. Reporting to the Health & Safety Executive is a legal requirement and helps health officers to identify where and how risks arise, and to investigate serious incidents, so that advice on accident prevention can be improved. See Appendix 2 for reportable occurrences.

RIDDOR is used when

- There is an accident connected with work and a member of staff/Children/volunteer is killed or suffers a major injury (including the results of physical violence), or a member of the public on the Dell premises is taken to hospital.
- There is an accident connected with work, when someone suffers an injury, which results in the injured person being away from work or unable to do his/her normal work for more than three days (including non-work days).
- If a doctor informs *The Dell* that a member of staff or volunteer suffers from a reportable work-related disease.
- If something happens which does not result in a reportable injury, but which clearly could have done so, it may then be a dangerous occurrence, which must be reported immediately.

RIDDOR records of all incidents, occurrences and diseases must include:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved;
- a brief description of the nature of the event or disease.

All Serious Incidents involving children or staff are reported to the Committee at its next meeting by the co-ordinator and remedial preventative action agreed.



# The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 9 of 11

## APPENDIX 1

### FIRST AID BOX

The box should be a strong container impervious to dust and damp, clearly labelled with a white cross on a green background and must be easily accessible.

CONTENTS Item(s)	Nos. in Group		
	1-5	6-10	11-50
List of contents	1	1	1
Individually wrapped sterile adhesive dressings (plasters)	10	20	40
Sterile eye pad with attachment	1	2	4
Triangular bandages	1	2	4
Sterile covering for serious wounds	1	2	4
Safety pins	6	6	12
Medium size sterile unmedicated dressings	3	6	8
Large size sterile unmedicated dressings	1	2	4
Extra large sterile unmedicated dressings	1	2	4
Mouthpiece for resuscitation			

For children other useful items are:-

A roll of non-allergic tape (microspore)

Pack of sterile gauze

Crepe bandage

Finger stall

Melolin square (for covering burns)

Scissors

Blue waterproof plasters (for staff preparing food)

Surgical gloves (seam free) to be worn when dealing with bleeding, vomiting and incontinence

Accident book and pen

**It may also be more appropriate to have more recommended contents in differing quantities for children, e.g. fewer extra large dressings but more**



# The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 10 of 11

**triangular bandages. Whenever an item is used it must be replaced as soon as possible.**

## Appendix 2

### RIDDOR REPORTING REQUIREMENTS

### DEFINITIONS OF MAJOR INJURIES, DANGEROUS OCCURRENCES AND DISEASES

#### Reportable Major Injuries are:

- fracture other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- acute illness requiring medical treatment, or loss of consciousness, arising from absorption of any substance by inhalation, ingestion or through the skin
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

#### Reportable Dangerous Occurrences Include:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- explosion, collapse or bursting of any closed vessel or associated pipework
- plant or equipment coming into contact with overhead power lines
- electrical short circuit or overload causing fire or explosion
- any unintentional explosion or misfire, projection of material beyond a site boundary, injury caused by an explosion
- accidental release of a biological agent likely to cause severe human illness
- malfunction of breathing apparatus while in use or during testing immediately before use
- collapse or partial collapse of a scaffold over five metres high.

#### Reportable Diseases Include:

- certain poisonings
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma
- infections such as Leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- other conditions, such as: occupational cancer, certain musculoskeletal disorders, decompression illnesses and hand-arm vibration syndrome

For further information, contact Health and Safety Executive & see poster displayed at all settings.

---

*We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.*



# The Dell Out of School Club

Registered Charity No. 1038546

Policy No.  
**DP – 1.07**

First Aid & Accidents  
including notification to  
RIDDOR/OFSTED  
Reviewed 8<sup>th</sup> August  
2018 Page 11 of 11

## LIST OF FIRST AIDERS (as at time of update)

NAME

### At Morgans

**Shanelle Brown**  
**Laura Pond**  
**Ben Mathews**  
**Michelle Perry**

### At Abel Smith

**Carole Peacock**  
**Karen Claydon**  
**Sue Scales**

---

*Policy adopted: July 2002*

*Approved by:*

*Co-ordinator*

*Chair*

*Review Date:*

.....

.....

.....