



Serious Incident or Fatality Policy and Procedure (Links to Health & Safety Policy)

At Kingston St Mary Preschool we take the health and safety of the children, staff and visitors very seriously. Whilst risk assessments are carried out regularly, other factors may contribute to a serious incident or fatality.

On completing admission consent forms, parent/carers are asked to sign giving permission for staff to seek medical help in an emergency. This is not consent for treatment, but authorisation for the child to see a medical practitioner if the need arises.

Under no circumstances can staff consent to medical treatment being given.

It is the responsibility of every parent/carer to inform staff of any changes regarding telephone numbers, address, Doctor and to keep staff up-to-date with any medical information on their child.

Procedure

- The Preschool Leader/Deputy or most senior staff member leading the session will assume charge of the incident.
- Emergency first aid will be administered by a first aid trained member of staff who will remain with the casualty until help arrives.
- Emergency services will be contacted (ambulance/police/fire). Phone number will be stated and details of the setting will be given (address, post code, contact number, etc).

No attempt will be made to transport the sick or injured child in any personal vehicle, staff must wait for the emergency services.

- Children and other persons present will be reassured and where possible moved from the scene.

Staff to remain calm at all times.

- Parent/carer to be notified. (ie. *“There has been an accident, emergency aid has been sought and you will meet them at the hospital”*) or advice given by the emergency services about contacting parents/carer would be followed.
- If a member of staff is to accompany the child to the hospital. The senior staff member will ensure ratios are upheld and arrange suitable adult cover and/or arrange for children to be collected as soon as is possible.

- All relevant documentation (dated/times/signed) will be completed e.g. accident/incident book, (should be completed by the member of staff who witnessed the incident, as soon as is practicable).

Follow up

- A full report will be written by the senior member of staff. All documents should be completed as soon as the accident/incident is dealt with.
- The Leader will inform the Preschool Chairman as soon as is possible.
- The Preschool Leader will comply with RIDDOR (Reporting Injuries Diseases and Dangerous Occurrences Regulations), **by submitting a report within 10 days of the incident.** The procedure is found on the HSE (Health and Safety ~Executive) website www.hse.gov.uk/riddor/index.htm. Copies will be kept by the Leader and Preschool Chairman.
- The Preschool Leader will notify Ofsted (tel: 0300 123 1231) as soon as is reasonable practicable, but in any event within 14 days of the incident occurring. As failure to comply with this requirement commits an offence (EYFS – page 29).
- The Leader will arrange for all staff members not on duty to be informed. This will be done within 12 hours of the incident.
- Informing other parents/carers – This will be verbally as they collect their child after the incident. In addition the Leader and Chairman will send out a letter informing all parents/carers of the incident with contact numbers for support if needed.
- The Chairman will arrange for the Preschool insurance company to be contacted.
- A review of the incident and the procedures that followed will be led by the Leader and the Chairman. Notes taken. An Action Plan made on any changes that need to be implemented. Staff and parents/carers to be informed of the changes.
- **All documentation to be copied and kept by the Preschool Leader and the Chairman.**