

Recording of Accidents and Incidents



Fraserburgh South Park Nursery

2023/2024

Health and Social Care Standards (HSCS)

4: I have confidence in the organisation providing my care and support.

4.14 My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.

Care Inspectorate Quality Frameworks

4. How good is our staff team?

4.1 Staff skills, knowledge, and values

Children and families benefit from staff that are well trained, skilled and registered with the relevant professional body.

This policy should be read in accordance with our First Aid Policy.

Recording of injuries/accidents

In accordance with ECS Policy ALL first aid treatment and accidents must be recorded in the council First - Aid/Minor Injury Record Book.

At Fraserburgh South Park School and Nursery these books are located at each first aid point around the school as well as within the nursery in the filing cabinet. These must be completed for each first aid treatment given.

Completed books are returned to the health and safety officer (Mrs Claire Taylor, DHT) and are audited termly by the Senior Practitioner to identify any patterns or risks.

Informing Parents

Parents should be informed if their child has had a minor accident of any description. This could include a bump on the head or had a fall which has left them with grit/graze in the wound.

Letters for both circumstances are already pre-printed and can be found in the nursery filing cabinet in the accident folder.

Parents will receive a slip from the accident book if their child has sustained an injury (other than the above). This is usually completed by the member of staff who has dealt with the injury. Books can be found in at each first aid point and in the nursery.

Within the nursery parents will be informed face to face at drop of time, however in some circumstances it may be necessary and appropriate to call parents in early to see their child and all information must be given then.

Information must be given on the detail of the accident, detail of injury, first aid treatment given (if any), and recommendations for symptom's to look out for (eg head injury etc) as well as time and place of accident.

Major Accident/Incident

The same procedure should be followed as above. Miss Irvine, Head Teacher/Line Manager, should also be informed.

All details will be collected and inserted on the council accident/incident recording database for central collection.

If you are querying if the incident/accident should be recorded on this database then speak to Miss Irvine.

Care Inspectorate Guidance

As of April 2019 all health, social work and care services must take steps to carry out their duty of candour when a serious event happens.

When a serious event happens, we will let the affected people know, offer to meet with them and apologise. Any incidents will be reported in our annual duty of candour report.

See the duty of candour procedure for further information

<https://www.legislation.gov.uk/ssi/2018/57/made>

Within our service we must make notifications to the Care Inspectorate when certain events occur. These include:

- Accidents, incidents, or injuries to a person using a service
- All deaths of a person using a care service
- Adverse event involving a controlled drug

Notifications are made electronically using an eForms system within a set number of days and providers are required to provide certain details when making a notification. The statutory basis for these notifications is set out in The Social Care and Social Work Improvement Scotland (Registration) Regulations 2011. The Care Inspectorate is required to publish guidance to set out the details. Notifications contribute to the risk and intelligence base used to inform regulatory responses. Learning is promulgated using the existing network of care inspectors.

Guidance on what is defined as an incident and the agreed timescale for notifications can be found here...

https://hub.careinspectorate.com/media/4030/records_that_all_registered_care_services_except_childminding_must_keep_and_guidance_on_notification_reporting_v7.pdf