Reportable Incidents and Accidents Policy

Policy Written by – Mrs Leah Cardey

Date originally written – 10.06.16

Reviewed – 02.06.17

****

**Reportable Accidents, Dangerous Occurrence or Case of Disease Policy**

A reportable accident is any accident which results in a child in our care needing hospital care.

The procedure to follow in the event that such an accident happens is as follows:

1. Call 999 for assistance or arrange to take the child immediately to the nearest Accident and Emergency Department.
2. Contact the child's parent/carer.
3. One senior member of staff will attend the hospital with the child and one member of staff with the child's parent to offer full support to both parent and injured child.
4. Full details of the incident will be documented in our accident book. Parents will be required to sign this document once seen and understood.
5. Within 24 hours of the accident contact the environmental health department and inform them of the details of the accident.
6. Within 24hours of the accident contact the inspection unit and inform them of the details of the accident.