**Vision – setting vision to be inserted.**

**Policy Guidance -**

**Accident and Incident Reporting**

1. **Policy Statement:**

**When developing your policy statement for accident and incident reporting reference should be made to:**

***National Policy/Guidance:***

Care Inspectorate, 2012, “Records that all Registered Care Services Must Keep” [http://www.careinspectorate.com/images/documents/2611/Records%20that%20all%20registered%20care%20services%20(except%20childminding)%20must%20keep%20and%20guidance%20on%20notification%20reporting%20(V6).pdf](http://www.careinspectorate.com/images/documents/2611/Records%20that%20all%20registered%20care%20services%20%28except%20childminding%29%20must%20keep%20and%20guidance%20on%20notification%20reporting%20%28V6%29.pdf)

***Aberdeenshire Policy/ Guidance:***

Aberdeenshire Council, 2018, “Accident and Incident Recording Policy and Guidance”

[https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health%20and%20Safety/A-D/Accident-and-Incident-recording.aspx](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety%2C%20Wellbeing%20and%20Risk%20Management/Health%20and%20Safety/A-D/Accident-and-Incident-recording.aspx)

***Health and Social Care Standards:***

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

*5.17 My environment is secure and safe*

<http://www.gov.scot/Resource/0052/00520693.pdf>

***This policy will be reviewed regularly and in response to accident, incident or change in national or local policy or guidance.***

1. **Aims/Principles:**

**When developing the aims/principles for the policy on Accident and Incident Reporting in your setting, consider the following for inclusion and make reference to how this policy improves outcomes for children and families in your setting.**

The United Nations Convention on the Rights of the Child (UNCRC) (1989):

*Article24: (Health and Health Services): Children have the right…to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy.*

1. **Procedure: How we do it**

**When developing the operational procedure for accident and incident reporting the following should be considered for inclusion:**

Where the accident/incident log book is located in the setting and that a regular audit will occur in order to identify trends (See Appendix 1)

Responsibilities - who is accountable for Health and Safety within the setting

(See Appendix 2)

Reference to Care Inspectorate guidance on how to report an accident or an incident, phone number and breakdown of other details needed when reporting (See Appendix 1)

Reference to Aberdeenshire Accident or Incident Reporting Policy and how to report to them. ALDO (My Job) > Corporate accident reporting > Education and Children’s Services (See Appendix 2)

Risk assessment procedures/documentation (Appendix 2)

**Points to consider:**

How parents will be informed, and advice given to them eg regarding concussion etc

There will be an identified central officer, part of the Early Years team available for contacting during school holidays.

 **4.Training**

**Training on accident and incidents reporting can be found at:**

<https://aldo.aberdeenshire.gov.uk>

**Courses related to accident and incidents reporting include:**

* Elementary Health and Safety Wellbeing
* Benefit Risk Assessment
* Basic First Aid

 **5. Policy Review**

* **Date of Issue**
* **Date of Review**
* **Policy Author/s**

 **6. References and Appendices**

Appendix 1

Care Inspectorate, 2012, “Records that all Registered Care Services Must Keep” [http://www.careinspectorate.com/images/documents/2611/Records%20that%20all%20registered%20care%20services%20(except%20childminding)%20must%20keep%20and%20guidance%20on%20notification%20reporting%20(V6).pdf](http://www.careinspectorate.com/images/documents/2611/Records%20that%20all%20registered%20care%20services%20%28except%20childminding%29%20must%20keep%20and%20guidance%20on%20notification%20reporting%20%28V6%29.pdf)

Appendix 2

Aberdeenshire Council, 2018, “Accident and Incident Recording Policy and Guidance”

[https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health%20and%20Safety/A-D/Accident-and-Incident-recording.aspx](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety%2C%20Wellbeing%20and%20Risk%20Management/Health%20and%20Safety/A-D/Accident-and-Incident-recording.aspx)