



Ballygawley Early Years Playgroup

Recording and Reporting of Accidents and Untoward / Adverse Incidents

Policy

(Including procedure for reporting to HSE, RIDDOR)

Policy statement

The Playgroup follows the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

For Accident Prevention- see Health & Safety Policy

Accident Reporting:

- All accidents, no matter how minor, will be recorded on an Accident form.
- The staff member will inform the parent/guardian of all such accidents when they come to collect their child.
- The parent/guardian will sign the accident form indicating that they have been informed. Confidentiality must be respected at all times.
- The Accident book is reviewed monthly by the Playgroup Leader and Chairperson to identify any potential or actual hazards and relevant actions taken.
- After review a risk assessment is completed where necessary.
- The Southern Health and Care Trust will be informed if there is a serious illness, injury or accident necessitating medical attention or death of any child whilst in the care of the Ballygawley Early Years Playgroup.
- All staff are aware and will comply with the Playgroup policy of Recording and Reporting Accidents and Incidents.
- Furthermore, Playgroup also carries out a Child Protection risk assessment each term, this policy is co-signed either with the Chairperson or Committee Child Protection Officer.

Procedures:

Our accident book and report forms:

- are kept safely and accessibly;
- are accessible to all staff and volunteers, who know how to complete them;
- are reviewed at least half-termly to identify any potential or actual hazards.

HSE and Social Services is notified of the following:

- any food poisoning affecting two or more children looked after on our premises
- any injury requiring treatment by a general practitioner or hospital doctor



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- the death of a child or adult as soon as possible or at least within 14 days of the incident occurring.

Local child protection agencies are informed of any serious accident or injury to or the death of any child while in our care and we act on any advice given by those agencies.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with Incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR 1995 (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital;
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book. See below.

Our incident book

- We have ready access to telephone numbers for emergency services, including local police. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal belongings or the setting's property;
 - an intruder gaining unauthorised access to the premises;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation Policy will be followed and staff will



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take charge of their key children. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on the premises, for example, through, anaphylaxis or any other means involving another child, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file or on accident forms.

This policy was adapted at a meeting of our playgroup held on the 1st September 2026

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:

(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following:

- Safeguarding Children and Child Protection policy
- Emergency Plan policy
- Health & Safety policy
- Management of the Risks Associated with the Care of Individual Service Users policy
- RIDDOR 1995 The Reporting of Injury, Disease and Dangerous Occurrences Regulations