



'At Bright Stars Plymouth CIC we promote equality between all people regardless of their sexual orientation, religion, race, gender or disability'

Review Date : May 2026

Accident and Incident Record

Policy Statement

Bright Stars follows the guidelines of Reporting Injuries, Diseases and Dangerous Occurrences (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.**

Procedure

All staff must have an update to Paediatric First Aid Certificate and regularly update their training to ensure that children receive current First Aid treatment.

When a child has an accident, this will be recorded on an accident form which is then stored in a file and is accessible to all staff and volunteers. Staff and volunteers know how to complete the forms and they detail:

- 📄 Date and time of accident
- 📄 Details of the accident
- 📄 Staff/volunteer signature

All completed accident forms are signed by the member of staff who dealt with the accident.

Where a child has an accident and there is no visible wound, it will still be recorded and parents will be made aware of the accident.



Accident forms will be reviewed every term to identify if there are any trends or reoccurring causes of injury.

If a child has a serious accident, parents/carers will be informed and the Club manager will assess what action to take: a child may be taken straight to hospital; an ambulance may be called or the child may be collected by their parents/carers. If the club manager or support staff are unable to get in contact with the child's parents/carers, then the emergency contact will be informed.

If the child needs emergency treatment, the manager or support staff will accompany the child to hospital and the other staff will take charge of the club. All relevant paperwork such as the registration form, medication form, care plan etc (if applicable) will be taken to the hospital.

If any injury requires treatment by a general practitioner or a hospital doctor, or an injury results in the death of a child or adult, Ofsted will be notified and a report will be sent to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (The Reporting of Injury, Diseases and Dangerous Occurrences Regulations). If any member of staff requires treatment by a general practitioner or hospital doctor or if there is a dangerous occurrence, these will also be reported to the Health and Safety Executive and recorded within the incident book.

Our school emergency red box details numbers such as:

- 📞 Emergency services
- 📞 Local police
- 📞 Caretaker
- 📞 Headteacher

Any serious incidents will be reported to the head teacher who will inform the local authority. These serious incidents include:

- 📞 Theft of personal or the settings property



- An intruder gaining unauthorised access to the premises
- Attack on a member of staff or parent on the premises or nearby
- Any racist incident involving staff or family on the club's premises
- Death of a child or adult
- A terrorist attack or threat of one

Behavioral incidents between children

All serious incidents will be reported to the headteacher following the school procedures. Red forms are kept in the school office and detail:

- date and time of incident
- details of incident
- how the incident was dealt with
- manager/support staff's signature

All completed incident forms are signed by the member of staff who dealt with the incident and the headteacher will investigate and report the incident to parents.

Legal Framework

The Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995



This policy will be reviewed annually

This policy was updated May 2024

Signed

(Chairperson)