



## Serious Incident or Fatality Policy and Procedure

### Statement

We will ask for parental permission at the time of the child's admission to Tiny Feet in seeking any necessary emergency medical advice or treatment that may need to be administered to the child while with us.

Emergency medical advice/treatment covers medical services (aid) – ambulance. The medical team will take responsibility for authorising medical aid, parents, doctors agree future treatment, or if no parent/carer the available doctor takes responsibility for treatment under their insurance.

### Procedure to follow in the case of a serious incident or fatality

(the procedure is for guidance only)

- The manager assumes charge of the incident
- Administer emergency first aid by a trained first aider who will remain with the casualty until help arrives.
- Notify the emergency services ambulance/fire/police. Stating details of the setting, address post code, contact number. **Note:** - do not attempt to transport the sick or injured child in any personal vehicle, wait for the emergency services.
- Reassure children/persons present and where possible move them from the scene. ( a member of staff would deal with the incident while free members of staff remain calm with the rest of the children)
- Notifying parents/carers of in accident has taken place, emergency aid is on it's way and that you will meet them at the hospital. If other advice given by medical team staff will follow their advice
- The staff member will fill out any relevant documentation and or incident form. **Note** – all documentation must be completed i.e accident/incident record if appropriate. All documentation should be completed as soon as the accident/incident is dealt with and must be dated.
- Comply with RIDDOR (Reporting of Injuries and Dangerous Occurrence Regulations) Procedure found on HSE (Health and Safety Executive) website [www.gov.uk/riddor/index.htm](http://www.gov.uk/riddor/index.htm) . The manager would be responsible for completing the form and it would be kept in the RIDDOR folder.

- The manager would be responsible for contracting the owner.
- The manager will notify Ofsted – 0300 123 1231 **Note** – Ofsted needs to be notified as soon as reasonably possible. But in any event within 14 days of an incident occurring. Failure to comply with this requirement commits an offence as stated in the EYFS page 26.
- Notify County for local Support – Nikki Difford
- Contact insurance company. The information for the insurance company is displayed on our notice board. This would be done by Louise Trego
- Managers would inform staff members who are not on duty.
- Informing all parents at the setting – this would be done by Louise Trego and Nicola Coles via phone calls.
- Management would support staff, parents and children
- Review the incident, the manager would take the lead, notes made and how the setting would implement changes. Parents and staff would be informed of those changes.

### **Support Resources**

Not too Young to Grieve resources and training materials from Childhood Bereavement Network. <http://www.childhoodbereavementnetwork.org.uk/media/13533/Not-Too-Young-To-Grieve-materials.pdf>

[www.childhoodbereavementnetwork.org.uk](http://www.childhoodbereavementnetwork.org.uk)

<https://www.winstonswish.org/>

Childhood Bereavement Network and Winston's Wish provide support and resources to help support a child who is grieving.

