

# Childcare Accident Book

## **Notes and how to use this book**

This is a **free** accident book from ProTrainings Europe Ltd for customers of their online and classroom courses. Please make sure you follow the latest guidelines and rules by the HSE, RIDDOR or other relevant body as ProTrainings Cannot be held responsible for non-compliance while using our free material.

Print out this document and then multiple copies of the three page accident report sheets and place in a file.

### **Notes about accident reporting for Child Minders**

The *statutory framework for the early year's foundation stage* states that 'providers must keep a record of accidents and first aid treatment'. This includes all times at which children are in the care of the provider, including outings. The Childcare (General Childcare Register) Regulations 2008 state that:

*'In the case of a registered person who is not a home child carer, a record is maintained of accidents occurring on the premises. Whilst this does not specifically include outings, we recommend that you include in your accident records all incidents that occur whilst a child is in your care, including those that happen on outings'.*

The requirements do not specify the details of what to include in such a record. It is good practice to include details such as: the date, time and place of the event; personal details of those involved (name, age); a brief description of the nature of the accident and/or injury; and the type of treatment given.

You can record in any form you wish. You could, for example, choose to keep your records by:

- Keeping copies of report forms in a child's individual file
- Recording the details on a computer
- Maintaining a hand-written log in your accident book.

Any records you keep must be easily accessible and available for inspection by Ofsted. It is also good practice for you to regularly review all your accident and injury records to identify any patterns or trends and to use this information as part of your risk assessments.

**Please ensure you comply with all the latest regulations and recommendations in regard to accident reporting, risk assessing, medications etc. Contact your profession bodies for guidance.**

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## ***Notes about accident reporting for Business***

Employers, self-employed people and those in control of premises have a duty to report some accidents and incidents at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Where ten or more persons are employed at any one time all injuries to employees regardless of how minor they may appear must be recorded in an accident book kept on the premises, as required by the Social Security (Claims and Payments) Regulations 1979. It is strongly recommended that you record this information even if you have less than ten employees. **You should record the following information:**

- Name and address of the person 'injured' or involved in the incident
- What happened, when & where?
- Who witnessed the incident and any other relevant details

There is no requirement for injuries to non-employees to be recorded in an accident book unless they are reportable under RIDDOR. However it is recommended that they are recorded for your own information and assessment and also for reference should any claims be made against the business.

The duty to maintain records of minor accidents and injuries is a legal requirement imposed by the Social Security (Claims and Payments) Regulations 1979. These regulations apply to premises:

Covered by the Factories Act 1961 or where ten or more people are employed at any one time. Any employee who suffers a personal injury through an accident at work must inform his or her employer (either verbally or in writing) as soon as possible after the accident occurred. As employer you must then take the reasonable steps to investigate the circumstances of the accident. If there is any discrepancy between your findings and the information provided by the employee, you must record that discrepancy for future reference – particularly as it may be relevant in an Employers Liability Insurance Claim.

Anyone can complete the accident record sheet and some companies will have other forms that are required.

**Complete the below sheet so that in an emergency you have all the contact details you need and a visitor knows the numbers as well. Also program this information to your phone and SatNav in your car if you have one. This page is also useful to be left by phone so anyone can call the emergency services.**

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<b>Your Address – include your full address, postcode and any directions</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Postcode:</b>	
<b>Special Directions:</b>	

<b>Doctors details</b>	
<b>Address:</b>	
<b>Phone Number:</b>	

<b>Your mobile</b>	<b>Name:</b>	<b>Number</b>	
<b>Other mobile</b>	<b>Name:</b>	<b>Number</b>	

<b>Chemist number:</b>	
<b>Relative number:</b>	
<b>Vets number:</b>	
<b>Hospital number:</b>	
<b>Home help:</b>	

<b>Other contacts</b>	<i>Add family and friends name and number below</i>

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## Accident Record Sheet – Part 1

<b>Accident Record Number</b>	
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<b>Full name, address and occupation of the injured person</b>	
<b>Child's Name:</b>	
<b>Child's Date of Birth:</b>	
<b>Parents Name:</b>	
<b>Parents Phone:</b>	

<b>Date of incident</b>		<b>Time of incident</b>	
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<b>Place of the incident – enter the address and the location where it happen at the address (e.g Kitchen, garden, etc)</b>

<b>Details of the injury/illness and what first aid was given</b>

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## Accident Record Sheet – Part 2

<b>2 Cause and nature of the injury and where on the body was hurt</b>

<b>Detail what happened to the person immediately afterwards (e.g went to hospital, parent collected, etc)</b>

<b>Witness of the accident and treatment – who else witnessed the accident and/or treatment (add their contact details and comments)</b>

<b>Name and signature of the first-aider or person dealing with the incident</b>			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

<b>Name and signature of witness (if applicable)</b>			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

<b>Name and signature of the parent</b>			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

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