

ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

Dr Debora Elijah PhD MA DEA BSc (Hons)

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Accident/Incident Policy	
Responsible Committee:	CEO of ESCSC Dr Debora Elijah
Policy Coordinator:	Director of ESCSC Nivin Jaber
Date revised:	September 2024
Next review date:	September 2025

General Information

As with all areas of our work, we aim to work with parents/carers as partners to minimise stress and anxiety when a child is involved in an accident or taken ill while at the Elijah Social Cognitive Skills Centre (ESCSC).

Appropriately qualified first aiders are available while the Elijah Social Cognitive Skills Centre is open.

Accidents

- Minor accidents which happen at the ESCSC will be dealt with as soon as they happen by a first aid-trained member of staff.
- If an injury requires treatment or examination by medical staff, we will contact the parents/carers first so they can decide on the course of action.
- In the event of a more serious injury, we will contact emergency services and the child will be taken to hospital and the parents/carers will be contacted.
- Any accident or injury to a child will be recorded on **an Accident/Incident Form (kept in the ESCSC office)** and the parents/carers will be informed of the injury on the same day by a photocopy of the form. The form will include the name of the child, time and date, location of the injury, description of accidents, any extra injury details and the action taken. The injury will be recorded on a body map – marking the place of injury. The record will include the name of the staff member who dealt with the accident and details of any witnesses. This form will be signed by the Elijah Social Cognitive Skills Centre staff and the parents/carers when the child is collected from ESCSC.
- Parents/carers will be asked to complete a **Record of Pre-Existing Injury Form** for their child if they have had an injury outside the ESCSC session. This form includes the same details as above. Decision-making and any agreed further action will be discussed by the team including the Safeguarding Lead and noted on the form.
- As a registered provider, we must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in our care, and of the action taken.

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Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

- The Elijah Social Cognitive Skills Centre will also notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

Monitoring of Accidents

As part of the ongoing responsibilities to effectively deliver our service, all accident patterns are monitored. This means that we can learn from any accidents that happen and be aware if there is suddenly a peak in accidents at one time of year or in one area of the Elijah Social Cognitive Skills Centre.

Review and Amendments

This policy will be reviewed yearly to ensure its effectiveness and relevance. Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.