

Reporting Adverse and untoward Incidents

Documentation refers to information that requires to be passed to the Registering HSC Trust and could therefore form the basis of this policy.

All records, including those pertaining to children and staff, are accessible to the HSC Trust's Registration and Inspection staff.

Observations recorded for the purpose of planning for individual children, also be accessed by HST Trust staff.

The reference to Article 126 of the Children (NI) Order 1995 relates to the requirement to keep a record of name and address of :

- Any child looked after on the registered premises
- Any person who assist in looking after such child

"Little eco steps" out of school club are aware that accidents may need to be reported to the Health & Safety Executive in relation to:

- work-related death/serious injuries (to staff or children)
- "over three-day" injuries
- work-related diseases
- dangerous occurrences (near miss accidents)

Providers should also note that home incidents/accidents may need to be referred to:

- Environmental Health (advice from the local Council)
- Public Health Agency in relation to Infection Control
(www.publichealth.hscni.net)