

Accident and First Aid Policy

Links to Early Years Foundation Stage

Link to Safeguarding and Welfare Requirements: Health: Accident or Injury 3.25, 3.50, 3.51

Policy statement

At Small World Nursery we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Procedures

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the nursery manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after
- The nursery manager reviews the accident forms at monthly to look for any patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place
- The nursery manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File will be kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The nursery manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Emergency Contacts

Ofsted	0300 123 1231
Local authority children's social care team	0116 305 0005

Local authority environmental health department	Environmental Health Team, Charnwood Borough, Council, Southfields, Loughborough, Leicestershire, LE11 2TR Phone: 01509 634636
Health and Safety Executive	Kingsley Dunham Centre, Nicker Hill, Keyworth, Nottingham NG12 5GG Phone: 0115 971 2800
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Children's Accidents

If a child arrives at nursery with a Pre-Nursery Injury then the staff will ask the parent to complete a 'Pre-Existing Injury Form'. A copy of this form will be kept with the child's enrolment form. The nursery manager will monitor these pre-nursery injury forms on a regular basis taking note of the repeated number of accidents, who the child was with and how the injury was dealt with by the person caring for the child at the time.

Accidents whilst at nursery

It states on the nursery enrolment form that when a parent enrolls their child in our nursery and they have signed their enrolment form, they have given permission for their child to be treated for minor injuries by a nursery practitioner who is a qualified first aider.

If a child injures themselves whilst at nursery their injury will be treated as appropriate to the injury. An accident form will then be completed for the injured child containing their full name, the date and time of the injury and where and when the accident took place and the first aid treatment they received. This form is then signed by the parents on collection of their child.

Practitioners are aware of the need to contact a member of the senior management team whenever an accident occurs; a decision is then made, depending on the child's injury, whether or not to notify the parents straight away or when they collect their child.

Head injuries

If a child has a head injury in the setting then we will follow the following procedure:

- Calm the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection
- We will follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our first aid training.

If the child has suffered a head injury and it has been agreed with the parent that the child hasn't needed to be sent home, the child will be monitored closely for any signs of concussion.

A head injury form will be given to parents that states the symptoms to look out for in case the child's concussion develops whilst at home.

If a child needs to go to the hospital, a senior member of the management team will make every effort to contact the parents. If the parents cannot be contacted on any of the phone numbers

provided, the senior management member will take the child to the hospital along with their enrolment forms for information whilst another nursery practitioner continues trying to contact the parents.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First aid

The first aid boxes are located in: in each of the children's rooms, the nappy change area and the kitchen.

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly Senior Early Years

First aid boxes should only contain items permitted by the Health and Safety (First Aid)

Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

Qualified First Aiders

The appointed person(s) responsible for first aid is Melanie Whitley (Nursery Manager) or in her absence Kittie Methuen-Jones (Deputy Manager).

All childcare staff are trained in paediatric first aid and this training is updated every three years, qualified first aiders are identified by a red cross on their staff photo in the reception area.

When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids.

PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Staff, Visitors and Volunteer Accidents

Our accident book:

- is kept in a safe and secure place in the nursery office;
- is accessible to all of our staff who all know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Reporting accidents and incidents

The nursery will notify Ofsted as soon as possible, but at least within 14 days, of any instances which involve:

- Food poisoning affecting two or more children looked after on our premises
- A serious accident or injury to, or serious illness of, a child in our care and the action we will take in response; and
- The death of a child in our care

The nursery will notify local child protection agencies of any serious accident or injury to a child, or the death of any child, while in our care and we will act on any advice given by those agencies. Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

Small World Nursery will meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We will report to the Health and Safety Executive (HSE):

- Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.
- Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
- Any work-related accident leading to an injury to one of our employees/ which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
- When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
- Any death, of a child or adult, that occurs in connection with a work-related accident.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.

Storage of Accident Forms

After the parent has signed the accident form, the forms will be placed in a central locked location and will be monitored on a regular basis (monthly) to identify any patterns in the accidents i.e. accidents happening in a similar way and in the same room, at the same time of day. If a pattern is noticed, then a risk assessment of that area will be taken, identifying the risk and possible areas for improvement to eliminate the risk entirely or prevent the frequency of them.

The nursery will ensure that all injuries to employees and children be recorded in an accident book and kept on the premises. The accident book will comply with data protection legislation. Accident forms will be collated and analysed at the end of each month to ensure that there is nothing the nursery could do to prevent the accident. Once the accident has been analysed it will be filed in the child's individual folder which will be kept for 21 years and three months.

Legal framework

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

Further guidance

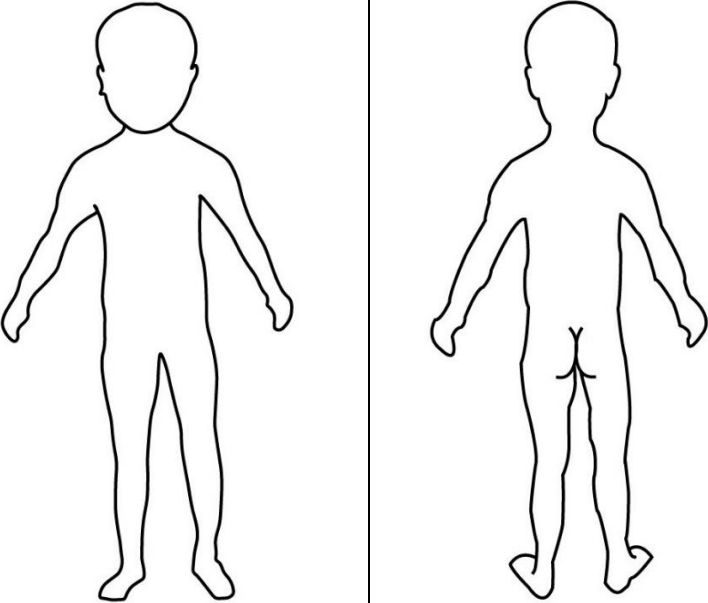
RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

This policy was adopted by	Small World Nursery
On	12 th August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)



Pre-Existing Injury Form

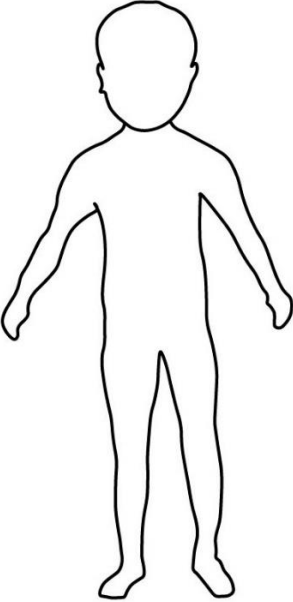
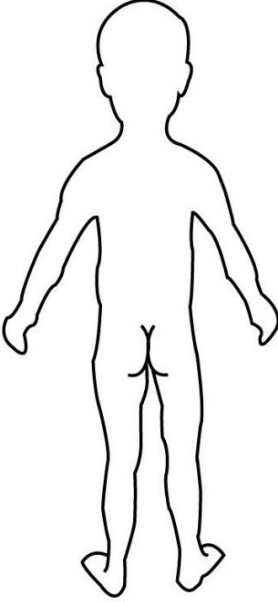
Child's Name:	Date:
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Date Injury Occurred:	Where injury occurred:
Who was present at the time of the injury?	 <p style="text-align: center;">FRONT</p> <p style="text-align: center;">BACK</p>
How did the injury occur?	
Details of the injury:	
Was first aid needed? If so, please give details of the First aid given:	
Did they go back to play / seek medical attention / other?	How were they later?
Provide details if necessary:	Is further action required? Yes No
Parent/Carer signature:	Date:
Practitioner's signature:	Date:
Manager's Signature	Date:



Accident Form

Child's Name:	Date:
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Where injury occurred:	
Who was present at the time of the injury? Any witnesses?	 <p style="text-align: center;">FRONT</p>  <p style="text-align: center;">BACK</p>
Description of accident	
What injuries occurred:	
Was first aid needed? If so, please give details of the First aid given:	
Did they go back to play / seek medical attention / other?	How were they later?
Name of person dealing with accident	Head Injury form given: <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p style="text-align: center;">N/A</p>
Parent/Carer signature:	Date:
Practitioner's signature:	Date:
Manager's Signature	Date:

Head Injury Notification

Your child suffered a slight head injury in the nursery today that DID NOT at the time require any further action. Your child DID NOT become unconscious. However, all head injuries- no matter how slight- must be taken seriously and to this end we offer the following advice.

ACTIONS needed at home: Continue observation for concussion and warning signs of more significant head injury. A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in loss of consciousness. In some instances, signs & symptoms of a concussion may not become apparent until several hours or even days after the injury. Be especially observant for the signs & symptoms listed below, noting things that worsen and behaviours that seem to represent a change in your child.

If you observe any of the symptoms listed below, you are strongly advised to call your doctor or take your child to walk in centre IMMEDIATELY, explaining he/she recently received a head injury.			
Thinking/Remembering	Physical	Emotional/Mood	Sleep
<ul style="list-style-type: none"> • Difficulty thinking clearly • Feeling slowed down • Difficulty concentrating • Difficulty remembering new information 	<ul style="list-style-type: none"> • Headache • Fuzzy or blurry vision • Pupils unequal in size, dilated • Pupils unresponsive to light • Sensitivity to noise or light • Double vision • Flushed face • Slow pulse • Noisy breathing • Nausea/Vomiting • Dizziness • Balance problems 	<ul style="list-style-type: none"> • Irritability • Sadness • More emotional than normal • Feeling nervous or anxious • Crying more 	<ul style="list-style-type: none"> • Unusual drowsiness • Sleeping more than usual • Sleeping less than usual • Trouble falling asleep
<ul style="list-style-type: none"> • Headaches that worsen • Seizures • Neck Pain • Loss of Coordination 	<ul style="list-style-type: none"> • Look very drowsy, can't be awakened • Repeated vomiting • Slurred speech 	<ul style="list-style-type: none"> • Can't recognise people/places • Increasing confusion • Weakness or numbness in arms or legs 	<ul style="list-style-type: none"> • Unusual behaviour change • Increasing irritability • Loss of consciousness • Abnormal body movements

Most minor head injuries do not develop complications and most children will receive many knocks and bumps without any problems occurring but the medical authorities strongly advise that you take the above action. If you have any questions or concerns about the signs/symptoms you are observing, contact 111 or go to the closest Walk In Centre for medical care. Otherwise, you can follow the instructions below.

It is OK to:	There is NO need to:
<ul style="list-style-type: none"> • Go to sleep. • Rest; periodic naps when fatigued/tired • Use ice pack on head & neck for comfort 	<ul style="list-style-type: none"> • Check eyes with flashlight • Wake up every hour, unless directed by medical staff • Test reflexes • Stay in bed • Drink extra fluids

Monthly Health and Safety Analysis

Inside the nursery

Room	Reception / Corridor	Stars Room	Adult toilets	Children's toilets near stars room	Nappy Change room	Rockets Room	Children's toilets	Comets Room	Kitchen	Family Room	Office	Galaxy Room	Outer Galaxy room
Accidental													
Preventable													

How could the accident be prevented?

Outside the nursery

Room	Building reception	Building stairwell	Main Hall	Soft Play Area	Outdoors
Accidental					
Preventable					

How could the accident be prevented?