



### 3. Accidents & First Aid Policy & Procedure



#### **This policy and procedure links to the following:**

**Legal Framework:** The requirements of the Statutory Framework for the Early Years Foundation Stage 2017, The Regulations of the Health & Safety at Work Act 1974, Health and Safety (First Aid) Regulations Act 1981, and any other Relevant Legislation. Any Guidance provided by Dorset Environmental Health Department, or the Health and Safety Executive.

**Early Years Foundation Stage (EYFS): 3.25, 3.50, 3.51**

**Little Firs Policies & Procedures: All Health & Safety Policies**

At Little Firs we always aim to protect children. 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.

Little Firs has achieved the Millie's Mark. This is an exceptional achievement for a childcare setting, as it shows they are going above and beyond minimum requirements in keeping children safe.

#### **Accidents**

Location of accident files: [these are kept in all the classrooms]

- 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. This information is also uploaded onto parentzone.
- The Committee reviews the accident forms for 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
- Wendy Parker the manager/ registered person will investigate and take further action (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 Manager will report any accidents of a serious nature to Ofsted by filling in their Notification of Early Years Provision Incident Form and MASH (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.

Organisation	Contact
Ofsted	0300-123-1231 <a href="https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml">https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml</a>
MASH	01202 22 88 66
Weymouth and Portland Environmental Health Department	Environmental Protection - Weymouth and Portland Email: envhealthteamb@dorsetcouncil.gov.uk Tel: 01305-838432
Health and Safety Executive	0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
RIDDOR report form	<a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a>

### Head Injuries

If a child has a head injury in the nursery, 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.

### Transporting Children to Hospital Procedure

The nursery must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in our own vehicles
- 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
- Always remain calm. 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**

Little Firs has achieved the Millie's Mark. This is an exceptional achievement for a childcare setting, as it shows we are going above and beyond minimum requirements in keeping children safe. All staff are first aid trained and this training is updated every three years.

There are first aid boxes in all rooms which are kept out of reach of the children but are always accessible to staff and contain the appropriate contents for use with children. 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.

We have appointed persons responsible the contents of the first aid boxes. These are checked, and items are replaced items as appropriate:

Name Person: Karen Sanders 0-2-year Unit.

Name Person: Eleanor Clark Preschool/Kids Club

When children are taken on an outing away from our nursery, we will always ensure that a first aid box is taken on all outings and all staff are first aid trained.

### **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.

### **Needle Punctures and Sharps Injury**

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At Little Firs we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

<b>Date of Review</b>	<b>This Policy was adopted on</b>	<b>Signed on behalf of the Nursery</b>	<b>Date for review</b>
<b>August 2019.</b>			<b>August 2020.</b>