



**Little 1 Nursery**

### **3.2 Accidents, Incidents and First Aid Policy**

At Little 1 Nursery the safety of all children is paramount and we have measures in place to help to protect children. However, sometimes accidents do unavoidably happen, but we ensure that staff are able to take action to apply first aid treatment.

We follow this policy 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.

#### **Accidents or incidents**

When an accident or incident occurs, we ensure:

- The child is comforted and reassured first.
- The extent of the injury is assessed and if necessary, a call is made for a first aider or an ambulance.
- First aid procedures are carried out where necessary, by a competent qualified trained paediatric first aider.
- The person responsible for reporting accidents, incidents is the member of staff who dealt with the incident or was first to help the child.
- The accident or incident is recorded on an accident/incident form on Nursery In A Box and it is reported and checked over by a senior member of staff or 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 are sent the accident/incident form online to sign and are informed of any first aid treatment given. They are asked to sign it the same day, or as soon as reasonably practicable after.
- The nursery manager reviews the accident/incident forms at least monthly 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 are investigated by the nursery manager and all necessary steps to reduce risks are put in place.
- The nursery manager reports any serious accidents or incidents 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 forms are 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 or 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.

Location of accident files: Nursery In A Box

### **Head injuries**

If a child receives a head injury while in the setting then we will follow this procedure:

- Comfort, calm and reassure the child.
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedures if this is required (see below)
- If the skin is not broken we will administer a cold compress for short periods of time.
- If the skin is broken then we will follow our first aid training and stem the bleeding
- Contact the parent and make them aware of the injury and if they need to collect their child.
- Complete the accident form.
- All head injury accident forms will have parent guidance for aftercare.
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable.
- We will continue to monitor the child and 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 paediatric first aid training.

### **Transporting children to hospital procedure**

The nursery manager or staff member must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles\*
- Whilst waiting for the ambulance, contact the parents 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
- 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.

### **Reporting accidents & incidents**

Ofsted is notified 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 take in response; and the death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child or death of any child while in our care and we 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.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital;
- any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days;
- when a member of staff suffers from a reportable work-related disease or illness;

- any death, of a child or adult, that occurs in connection with activities relating to our work; and
- 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.

\*If a child has an accident that may require hospital treatment but not an ambulance and you choose to transport children within staff vehicles insurance advise you consider the following in your policy:

- Request permission from parents
- Maintain ratio requirements of the setting
- Consider the age and height of the child, in regards to whether they will need a car seat. Further guidance can be found at [www.childcarseats.org.uk/types-of-seat/](http://www.childcarseats.org.uk/types-of-seat/)
- There are some exceptions for needing a child seat depending on the age of the child. Further guidance can be found at [www.childcarseats.org.uk/the-law/cars-taxis-private-hire-vehicles-vans-and-goods-vehicles/#under-three](http://www.childcarseats.org.uk/the-law/cars-taxis-private-hire-vehicles-vans-and-goods-vehicles/#under-three)
- When fitting the car seat, check the individual has training in carrying this out
- Check this transport is covered under business insurance, by calling your insurance company, or check if the staff member has business insurance on their vehicle
- Ensure the child is effectively safeguarded, e.g. a designated member of staff appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise
- Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded
- Plan emergency procedures, e.g. what will happen if the child's health begins to deteriorate during the journey.

## **First aid**

The first aid box is located in: The hallway by Preschool white board and accessible at all times with appropriate content for use with children. This is kept out of reach of the 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 ensure there is at least one person who holds a current full (12 hour) paediatric first aid (PFA) certificate on the premises and available at all times when children are present.

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 holds a current full (12 hour) PFA certificate. A first aid bag is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc.

**Food safety and play** - Children are supervised during mealtimes and food is adequately cut up to reduce the risk of choking. We understand that learning experiences are provided through exploring different malleable materials the following may be used:

- Playdough
- Cornflour
- Dried pasta, and pulses cooked if required.

These are risk assessed and presented differently to the way it would be presented for eating, e.g. in tuff trays. Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. fruits and vegetables. Children will be fully supervised during these activities.

Sometimes children may put non food items in their mouth, we will give the command to spit it out if they don't and the item is visible and retrievable we will remove the item from their mouth.

### **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 direct contact with bodily fluids. PPE is also on offer for domestic tasks. Staff are consulted when procuring 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.

Parents of children requiring needles as part of managing a medical condition should supply the nursery with an approved sharps box for safe disposal. Full boxes will be returned to the parents.

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

- At the time of admission to the setting, parents permission for emergency medical advice or treatment is sought, Parents sign via Parent Admin app.
- All accidents are recorded on Nursery In A Box – Location, date, time, staff member, witness sign & date. This is shared with the parents for signature.

Our first point of call for a defibrillator is;

Richie Memorial Hall (Next door to St Boniface Church)  
Community Centre,  
Hursley Road,  
Chandler's Ford,  
SO53 2FT