



Accidents, Incidents and First Aid

At Brightsparks Day Nursery, the safety of all children is paramount, and we have measures in place to help protect them. However, sometimes accidents do unavoidably happen. 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 to minimise any future risks.

Accidents

When an accident or incident occurs, we ensure:

- The child is comforted and reassured.
- The extent of the injury is assessed and if necessary, a call is made for medical support/ambulance.
- First aid procedures are carried out where necessary, by a trained paediatric first aider.
- 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.
- The accident or incident is recorded on an Accident/Incident form, and this is then reported to the nursery manager before being shared with the parent/carer. Other staff who have witnessed the accident should 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.
- The Accident/Incident Report is shared with the parents upon child collection and information of any first aid treatment given. They are asked to sign the form to acknowledge they have been informed.
- The accident form is scanned and added to the child's online log, and the accident is added to our risk assessment spreadsheet.
- A brief record of the accident/incident is also made on the child's day diaries.
- 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/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 form is kept for at least 21 years and three months.
- If professional 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 professional medical treatment is required, the nursery will follow the insurance company procedures by informing them in writing of the accident.
- The nursery manager/registered provider will report any accidents of a serious nature to Ofsted, Riddor and the local authority children's social care team (as the local child protection agency), where necessary. For further details, we refer to <https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries>
- 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.

Emergency Medical Situation – Crisis

In the event of a medical emergency, all staff are trained on how to deal with the situation. The following steps would take place:

Step 1: The manager leader in charge of where the emergency has occurred, will send one of their staff members to the office with the message '**CRISIS**' and explain the emergency.

Step 2: Another room manager and the manager will immediately go to the emergency, taking a phone with them and assess the situation. One of these people will locate the first aid manuals/factsheets.

Step 3: Staff will start administering first aid. The manager will stay with the affected child and, if necessary, delegate a senior member of staff to call an ambulance and then the child's parents. If possible, Emma Jones should be notified of the situation as soon as possible.

All other staff will stay away from the emergency and will remove all unaffected children from the emergency area. Supervision must be maintained for all the other children in the nursery. Staff should stay calm, reassure the other children, and continue with suitable activities. ***This emergency procedure is practiced monthly using the term "Crisis Practice".***

Head injuries

We will follow advice on the NHS website for head injuries:- <https://www.nhs.uk/conditions/minor-head-injury/> If a child has a head injury in the nursery, we will calm the child and assess their condition. The manager/deputy will be informed at the time of the incident. 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.

We will monitor and continue to care for the child at the nursery if the child: -

- Cried immediately after the accident but has returned to their normal self in a short time.
- Is alert and interacts with us.
- Has not been unconscious / "knocked out"
- Has only minor bruising, swelling or cuts to their head.

Where deemed necessary, we would inform the parents of the injury by telephone and notify them on Parent Admin. We would provide them with a PDF head injury leaflet or verbal information detailing symptoms to look out for and when to seek medical advice. In addition to completing an accident form, we will monitor the child for the rest of the day using our Head Injury Monitoring Form.

We will call the parents for collection if the child:

- Is under one year old and the impact to the head is considered to have been significant.
- Has vomited
- Has a continuous headache.
- Has continued to be irritated or is displaying any unusual behaviour.
- **We will call 999 if the child:**
- Has fallen from a height over 1 metre or been hit by a high-speed object.
- Has been unconscious / "knocked out" at any time.
- Is sleepy and you cannot wake them
- Has 3 or more separate bouts of vomiting
- Has a convulsion or a fit
- Has neck pain
- Has difficulty speaking or understanding what you are saying
- Has weakness in their arms and legs or are losing their balance
- Cannot remember events around or before the accident
- Has had clear or bloody fluid dribbling from their nose, ears or both since the injury

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.

First Aid

- 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. These are accessible at all times with appropriate content for use with children.
- The first aid box is located in the office, a burns kit is kept in the kitchen.
- The Nursery Manager is responsible for checking the contents of the first aid boxes every month, and replacing items that have been used or are out of date.
- All qualified staff are trained in paediatric first aid and certificates are displayed in every room. This training is updated every three years. (Since September 2016, it is a legal requirement that all newly qualified Level 2 and 3 staff, who qualified on or after 30th June 2016, must have a Paediatric First Aid (PFA) certificate in order to be counted into the legal ratio.) When a new member of staff starts with us, we aim for them to complete their first aid training if required during their probation period.
- Each nursery is equipped with an emergency first aid manual for staff to refer to when dealing with an accident/incident. This manual is stored in a secure place in the office and is easily accessed in an emergency.
- 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, along with any medication that needs to be administered in an emergency, including inhalers etc.
- 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. 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.
- We will refer to our bodily spillage policy on the clear-up of blood.

Nose Bleeds

In the event that a child may have a nosebleed, we will:

- Sit the child down with their head tipped forward.
- Reassure them
- Pinch the soft part of the nose, maintaining pressure for 10 minutes.
- Tell the child to breathe through the mouth and spit out any blood into a tissue they feel trickle into their mouth

Seek medical advice if

- The child is under 2 years old
- The nosebleed lasts longer than 10 to 15 minutes
- The bleeding seems excessive
- The child is swallowing a large amount of blood which makes them vomit
- The bleeding started after a blow to the head
- The child is feeling weak or dizzy
- The child is having difficulty breathing

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.

Splinter

If a splinter is near the surface, visible and removable and we can get it out easily without breaking it up, or causing the child to be overly distressed, we will attempt to remove it in the following manner:

- Clean the area with warm, soapy water. Then use tweezers to grip the splinter and slowly pull it out at the same angle it would have entered the skin.
- Wash again, and dry. If required cover with a sterile dressing.
- Discuss with the parent/carer whether their child has received their routine vaccines, which include tetanus. If they have not, advise them to speak with their GP.

If, however, we cannot easily remove the splinter, the child refuses first aid, or it is deeply embedded in the skin, we will advise parents to seek medical attention before any infection has a chance to develop.

Transporting children to hospital

The nursery manager/senior 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 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 the Director/ management team immediately- numbers displayed on the office wall.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Parents would be informed of the incident, allowing them to support their child if needed. Staff may also require additional support following the accident.

Defibrillator (AED)

If someone has a cardiac arrest, their chances of survival are greatly improved if a defibrillator is used. Brightsparks has a defibrillator, located securely on the outside of the Nursery building by the main entrance. The code for the cabinet is displayed on the office wall, as well as on a grab card placed by the exit. The drill for accessing the defibrillator is practised regularly.

Injuries that occur whilst not at nursery

If a child has sustained an injury whilst not at nursery, 'Child Pre-existing Injury' form must be completed. The child must not be left with a sustained injury from home without a record holding the relevant information. This information must be shared with management and those colleagues working with the child and logged in the day diary.

This policy was adopted on	Signed on behalf of the nursery	Date for review
September 2025	<i>Emma Jones</i>	March 2026