

## Accidents and First Aid

### Introduction

At **Little Wellies Nursery** we aim to always protect children as much as possible. 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.

### Reporting, Reviewing and Keeping Records of Accidents

- The person responsible for reporting accidents and incidents 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 or the person in charge. An accident form will be completed after an accident, whether there is a visible injury or not as we are aware that injuries may come to light after the accident has taken place.
- Other staff who have witnessed the accident must also countersign the form.
- If the accident is deemed (by the person in charge) to be serious enough, statements may also be given by the initial accident reporter and witness.
- Accident Forms should be completed and witness statements gained (if deemed necessary) as soon as the accident is dealt with, or as soon as practicably possible, whilst the details are still clearly remembered.
- Parents (or the person responsible for collecting the child) must be shown the Accident Form, 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 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 will be investigated by the nursery manager and all necessary steps to reduce risks are put in place.
- If the member of staff in charge deems the accident to be serious enough, they will notify the parent(s) as soon as possible whilst the child is cared for appropriately.
- The nursery manager/registered provider will report any accidents of a serious nature to Ofsted and follow RIDDOR by reporting to the Health and Safety Executive. Any advice will be followed. Notification will be made as soon as is reasonably practical, but in any event within 14 days of the accident occurring.
- Accident forms are kept in the manager's office (in children's individual files) for the duration of the time that the child is on role. Once the child leaves the nursery, they are kept in the storage area for all three settings, located in the loft in our Baildon setting.
- Accident forms are kept for 21 years and 3 months.

## Head injuries

“A head injury is a broad term that describes a vast array of injuries that occur to the scalp, skull, brain, and underlying tissue and blood vessels in the head.” (John Hopkins Medicine)

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

- Calm the child if it is necessary to do so
- 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 there is a risk of bruising, we will administer a cold compress for short periods of time.
- If the injury is bleeding, then we will follow our first aid training and stem the bleeding.
- If the person in charge deems the accident serious enough to do so, they will call the parent and make them aware of the injury.
- If unable to contact the parent a member of staff must monitor the child throughout the day and inform the person in charge of any changes.
- Complete the accident form.
- The parent or authorised adult who collects the child will be fully informed of the situation on collection and asked to sign the accident form.
- If the parent has been called to collect their child, the child will remain 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 in which all staff have completed.

## Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. Try all reasonable measures to ensure there is no attempt to transport the sick child in a staff member's 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 or working beyond staff:child ratios.
- Inform a member of the management team immediately if they are not already aware
- 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.

If a child has an accident that may require hospital treatment but not an ambulance and we may choose to transport the child to hospital ourselves.

- We will do our best to obtain permission from parents to do this.
- We will ensure ratio requirements are met.
- We will ensure that the child is placed in an appropriate car seat which is well-fitted.

- Wherever possible we will ensure that another adult, as well as the driver, travels in the vehicle.

## **First Aid**

The first aid boxes are in every room.

These are always accessible with appropriate content for use with children.

The appointed person responsible for first aid checks and the contents of the boxes is the Deputy Manager who replaces items that have been used or are out of date.

The staff first aid box is kept in the Managers office. This is kept out of reach of the children.

First aid boxes 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 will be kept in them.

All the staff are trained in paediatric first aid or awaiting training and this training is updated every three years. New staff, who join the Nursery, carry out PFA training on the first available course, if they do not already hold a PFA certificate.

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.

## **Food Safety and Play**

Children are supervised during mealtimes and food is adequately cut up to reduce the risk of choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used. These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

- Playdough
- Cornflour
- Dried pasta, rice, and pulses.

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 supervised during these activities.

## **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 Wellies Nursery 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>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
10.8.18	Linsi Tidswell	10.8.19
	Jennie Eastwood	9.3.24
25.4.23	Chris Tidswell	25.4.26
2.11.23	Chris Tidswell	2.11.26

Policy to be reviewed every 3 years or if there are any changes to procedure required.