

Policy reference: 9

We believe that our nursery should be safe, warm and welcoming for children, parents/carers and staff. To achieve this we will ensure that the nursery building meets all regulatory planning and local authority safety control requirements.

We recognise the importance of reporting any accidents or incidents involving children and adults, whether or not in our employ. Recording accidents and incidents enables us to monitor such situations across the Nursery and on a broader scale throughout the whole of our provision. By gathering such information, we are well placed to implement measures to prevent or reduce any similar accidents or incidents reoccurring. We will record and report any injuries, accidents and incidents involving, children, staff or visitors to the relevant bodies as the need arises, in most cases this will be Ofsted, the Health and Safety Executive (RIDDOR) and/or local child protection agencies. A record of such injuries, accidents and incidents will be kept and signed by the parent/carer of the child or by the injured party where appropriate.

Accidents can be very distressing for anyone involved so at *I Can Day Nurseries* we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

Accidents

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it on an individual Accident Form and report it to the nursery manager. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents/carers must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as the child is collected
- Information such as any other party involved in the incident **MUST NOT** be shared
- Where an accident or incident is considered to be minor, the details can be shared with the parent/carer when they arrive to collect their child.
- Where the Supervisor feels that the accident or incident is more serious, then the parent/carer should be contacted by telephone to inform them of the situation
- The registered person will investigate any serious accidents or injuries 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 also inform the insurance company in writing
- The nursery manager will report any accidents of a serious nature to Ofsted where necessary.

Transporting children to hospital procedure

- If the injury is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle

- Whilst waiting for the ambulance, contact the parent and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also be informed 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.

First aid

The first aid boxes are located in: *each classroom, staffroom and Manager's office*

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

First Aid boxes for each room will be checked on a monthly basis by the Room Senior to ensure they are fully stocked in accordance with the provided contents list and contents are in date.

The appointed person(s) responsible for first aid is Sam Squires

Most of the staff are trained in paediatric first aid and this training will be updated every three years to ensure this remains current.

All first aid trained staff are listed in each room. 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 and who carries an appropriate first aid box at all times.

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 the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

Dealing with blood

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.

The nursery will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this



I Can Day Nurseries Accident and First Aid Policy



type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS etc, SHOULD BE TREATED AS CONTAMINATED WASTE. If a needle is found the local authority must be contacted to deal with its disposal.

The nursery treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

Useful Telephone Numbers:

Ofsted: 0300 123 1231

HSE (RIDDOR): 0845 300 9923 - for reporting of fatal and major injuries (all other incidents should be reported online)