



Little Swans Day Nursery

Accident and First Aid Policy

Reviewed: November 2023

Links to Early Years Foundation Stage

Link to Safeguarding and Welfare Requirements: Health: Accident or Injury 3.25, 3.50, 3.51

Policy statement

At Little Swans Day Nursery we aim to protect children at all times. 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.

Procedures

- The person responsible for reporting all accidents, incidents, or near misses is the member of staff who saw the incident/ accident or was first to find the child where there are no witnesses. They must record it on an Accident Form/ Incident Form and report it to the nursery manager.
- All accidents if a mark is visible or not **MUST** be reported and recorded.
- If a child receives a second injury to the same area on the same day then this **MUST** be recorded as a separate accident
- Other staff who have witnessed the accident 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 / Incident Report and informed of any first aid treatment given and asked to sign it on the same day.
- Parents **MUST** be informed of any accidents resulting in a bump to the head or face by telephone as soon as possible after the accident regardless of when the parent is due to collect.
- Nursery Management / Nursery Owner reviews accident forms and signs to confirm they have been made aware of the accident and actions taken by the staff member. The manager/ nursery owner will also advise staff if any further action is needed.
- Any patterns will be investigated by the nursery manager or owner and all necessary steps to reduce risks will be put in place.
- The nursery manager or owner will report serious accidents to the registered person for investigation.
- For accidents resulting in 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/ nursery owner will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The nursery manager/ nursery owner 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. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Children's Accidents

- If a child arrives at nursery with a Pre-Nursery Injury then staff will report and record the injury on an incident form. A copy of this form will be kept with the child's records.
- The nursery manager and DSL will monitor these incident forms on a regular basis taking note of any repeated number of accidents or patterns, including who the child was with, and how the injury was dealt with. The DSL has a duty to safeguard children and may escalate accidents to CASS in line with the nursery's safeguarding policy and procedures.

Accidents whilst at nursery

- If a child injures themselves whilst at nursery their injury will be treated as appropriate to the injury.
- An accident form will then be completed for the injured child containing their full name, the date and time of the injury where and when the accident took place, and the first aid treatment they received.
- This form must be signed by the parents on collection of their child.
- Staff are aware of the need to contact a member of the senior management team whenever an accident occurs; a decision is then made, depending on the child's injury, whether or not to notify the parents straight away or when they collect their child. However, head injuries will always be reported.

Head injuries

If a child has a head injury in the setting 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
- If the skin is broken then we will follow our first aid training and stem the bleeding
- Call the parents and make them aware of the injury.
- Complete the accident form.
- Keep the child calm and provide comfort.
- We will follow the advice on the NHS website for all head injuries.
<https://www.nhs.uk/conditions/minor-head-injury>
- For major head injuries, we will follow our first aid training.
- If the child has suffered a head injury and it has been agreed with the parent that the child does not need to be sent home, the child will be monitored closely for any signs of concussion.
- A head injury form (bumped head letter) will be given to parents that state the symptoms to look out for in case the child's concussion develops whilst at home.

- If a child needs to go to the hospital, the management team will make every effort to contact the parents. If the parents cannot be contacted on any of the phone numbers provided, then 999 will be called and the child will be accompanied in an ambulance with their registration records for information whilst another nursery practitioner continues trying to contact the parents.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Inform a member of the management team immediately.
- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate qualified 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.
- Parents of children at the setting will be called to collect their child from the nursery due to maintaining ratios.
- Remain calm at all times. Children who witness an accident 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

- The first aid boxes are located in each of the children's rooms.
- These are accessible at all times with appropriate content for use with children.
- The appointed person responsible for first aid checks the contents of the boxes regularly is Nameera Rashid.
- 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.

Qualified First Aiders

- The appointed persons responsible for first aid is Samantha Tranter (Nursery Manager) and Elaine Boulton (Nursery Owner)
- All childcare staff are trained in pediatric first aid and this training is updated every three years. This is apart from staff recently employed that may not hold a pediatric first aid certificate. However, we do endeavor to have these staff members trained as soon as possible.
- 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.

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. This will be blue aprons and disposable gloves.

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 blue aprons and wipe up any blood spillage with disposable cloths and anti-bacterial spray.

Staff, Visitors, and Volunteer Accidents

Our accident book:

- is kept in a safe and secure place in the nursery office.
- is accessible to all of our staff who all know how to complete it; and is reviewed at least termly to identify any potential or actual hazards.

Reporting accidents and incidents

The nursery will notify Ofsted as soon as possible, but at least within 14 days of any instances which involve:

- Food poisoning affecting two or more children who are looked after on our premises.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.
- A serious accident or injury to, or serious illness of, a child in our care and the action we will take in response; and
- The death of a child in our care
- The nursery will notify local child protection agencies of any serious accident or injury to a child, or the death of any child, while in our care, and we will act on any advice given by those agencies.

Little Swans Day Nursery will meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We will report to the Health and Safety Executive (HSE):

- ➔ Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to the hospital for treatment.
- ➔ Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns, or amputations.
- ➔ Any work-related accident leading to an injury to one of our employees/ which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
- ➔ When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
- ➔ Any death, of a child or adult, that occurs in connection with a work-related accident.
- ➔ 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.

Storage of Accident Forms

- After the parent has signed the accident form, the forms will be placed in the child's emergency records and will be monitored on a regular basis to identify any patterns

in the accidents i.e. accidents happening in a similar way and in the same room, at the same time of day. If a pattern is noticed, then a risk assessment of that area will be taken, identifying the risk and possible areas for improvement to eliminate the risk entirely or prevent the frequency of them.

- The nursery will ensure that all injuries to employees and children are recorded in an accident book or the child's accident form and kept on the premises. The accident book will comply with data protection legislation.
- Accident forms will be collated and analysed to determine if there is nothing the nursery could do to prevent the accident. Once the accident has been analysed it will be filed in the child's individual folder which will be kept for 21 years and three months.

This policy was reviewed by Samantha Tranter – Nursery Manager

Date to be reviewed: November 2024