



ACCIDENT & FIRST AID PROCEDURE

Accidents can be very distressing for anyone involved so at the Nursery 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

Location of Accident Report Pads: These are located in every room setting and must be returned to the Nursery Office at the end of each day.

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident.
- They must record it in the Accident File 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 must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child.
- If the accident is serious or involves any kind of bump to the head, parents will be telephoned and notified immediately. A Bumped Head Form will be provided to each parent on arrival at the Nursery.
- All accident forms are counter signed by the Manager or Deputy Manager.
- Accident forms are checked every month 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. The nursery manager will investigate any patterns and record this on a Accident Analysis report.
- The Accident File will be kept for at least 21 years.
- 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.



- The nursery manager will report any accidents of a serious nature to RIDDOR / Ofsted where necessary within 14 days.

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.
- The child's Key Person or 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 every classroom and the kitchen. We also have a Garden & Outing First Aid Kit.

The appointed person(s) responsible for first aid is: SEE up to date First Aid List

- 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

- Staff always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.
- Staff always wear disposable gloves and wipe up any blood spillage with disposable cloths.
- The nursery will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
1 March 2018		1 March 2018	1 January 2019