

## Accidents and First Aid policy

Accidents can be very distressing for anyone involved so at Holy Cross Pre-school Nursery and Kids' club we ensure that 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.

### Types of Accidents

At Holy Cross Pre-school Nursery and Kids' club we record any injury that a child suffers or accident that could lead to a potential injury, this includes children falling over or bumping into objects or others. Whilst we never wish children to injure themselves whilst at nursery it is accepted that there is a fine balance between keeping children safe and allowing them to take risks to promote their development. Certain activities will produce more risk for some children than others dependent upon their age and stage of development and their previous exposure to the activity. When children first start walking it is expected that they will fall down quite often. It is therefore expected that they will suffer from bruises or grazes to their knees and hands. It is also likely that they will bump into things whilst they practice their spatial awareness and trip over objects when practising their observation skills. There are also some activities that children will need to practice in order for them to become less of a risk, i.e. walking up and down stairs. It is important that we do not prevent children from mastering these skills by making them fearful of 'having a go'.

Whilst at nursery, particularly as children become older they are encouraged to develop their independence. This means that although they will always be in the same room as staff members and the ratios will always be maintained, there will be times when they may move out of sight of a member of staff, i.e. to independently use the book corner, to hide behind something, to independently use the bathroom or simply because a member of staff has turned away to support another child. There will therefore be instances when a child may injure themselves, e.g. Bump into another child or fall over, when a member of staff did not witness the full incident. In such instances we will record this on the accident form, detailing the injury and any information provided by the child or other person, however as we did not see the incident we will not be able to record exactly what happened or declare a witness to the injury.

### When an accident or incident occurs, we ensure:

- The child is comforted and reassured first
- 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 it is reported to the nursery manager. Other staff who have witnessed the accident may 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 are shown the Accident/Incident form and informed of any first aid treatment given. They are asked to sign it the same day, or as soon as reasonably practicable after
- 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 and further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)).
- Reportable incidents are:
  - Specified injuries to workers
  - Over-seven-day incapacitation of a worker
  - Over-three-day incapacitation
  - Non-fatal accidents to non-workers (e.g. members of the public)
  - Occupational diseases
  - The death of any person
  - Dangerous occurrences
  - Gas incidents
  - For further details please visit <http://www.hse.gov.uk/riddor/reportable-incidents.htm>
- The Accident form is 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 follow the insurance company procedures, which may involve informing them in writing of the accident
- The nursery manager/registered provider 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.

### Head injuries

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

- Comfort, calm and reassure 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, repeated until the parent arrives to collect their child
- If the skin is broken, then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury and if they need to collect their child
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child and 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 paediatric first aid training.

### **Transporting children to hospital procedure**

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. **Do not** attempt to transport the injured child in your own vehicles
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- A senior member of staff/keyworker must accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter if they have one
- 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 a member of the management team 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. Staff may also require additional support following the accident.

### **First aid**

The first aid boxes are located in: **The nursery room and the nursery mini van**

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 and replaces items that have been used or are out of date is **Laura Walmsley**. 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.

All of the staff are trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed in the office. 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.

### **Food Safety and play**

Children are supervised during meal times 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:

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

These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

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 fully supervised during these activities.

Food that could cause a choking hazard, including raw jelly is not used.

### **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. We treat our responsibilities and obligations in respect of health and safety as a priority and provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy is updated at least annually in consultation with staff and parents and/or after a serious accident or incident.

<b>This policy was adopted on</b>	October 2021
<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	
<b>Date for review</b>	October 2022