



## **ACCIDENTS/INCIDENTS AND FIRST AID**

Accidents can be very distressing for anyone involved, so at Monkey Puzzle Day 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.

### **Location of accident/incident files: Main Office**

- The person responsible for reporting accidents and incidents is the member of staff who witnesses the incident. The Accident or Incident must be recorded and documented and reported to the nursery manager. This must be checked and signed by a qualified First Aider
- 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 form', informed of any first aid treatment given and asked to sign it as soon as they collect their child
- All accident forms are reviewed monthly to identify patterns & trends. 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 risk assessments put in place where necessary
- The nursery manager will report serious accidents to the registered person for investigation 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 Monkey Puzzle Day Nurseries Ltd Head Office immediately, and Ofsted and the local child protection agencies within 14 days of incident occurring (please see serious Notification to Ofsted document)

### **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, care plans and risk assessments, 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: On Each level of the nursery on the corridors and downstairs in the kitchen

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



### **First aid training**

Paediatric First Aid training must be in place for workers caring for children and where relevant, babies. The nursery should consider the number of staff and the layout of the premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

The layout of the building and the organisation of the rooms must be considered:

- Whether there is the capacity to call or shout for another practitioner if a situation arises. Risk assessments are reviewed and must show how this need is met
- Whether the layout is open plan, whether doors are kept open and staff can see each other in other areas
- Whether the outdoor provision allows easy access to and from other areas in order to call for a practitioner to help

Other considerations:

- What arrangements are in place for ensuring staff can access first aid training?
- Training must form part of the induction process
- Review the monitoring arrangements in relation to the deployment of practitioners to ensure that all staff with a full and relevant Level 2 or Level 3 childcare qualification must hold a current Paediatric First Aid or Emergency First Aid qualification
- Ensure that there are contingency arrangements in place if staff trained in first aid are on sick leave or away from the nursery
- Ensure that if accident records are showing a high number of accidents, that evidence is in place to confirm how procedures have been followed up

**All staff with a full and relevant Level 2 or Level 3 childcare qualification must hold a current Paediatric First Aid or Emergency First Aid qualification, including during outings. This should be listed in each room.**

### **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 e.g. changing nappies. 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 and neat sterilising fluid or spillage packs. 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 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.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
09/04/2019	<i>L. Cardy</i>	April 2020