

Nursery Days/Kids Days accident and first aid policy



Accidents can be very distressing to anyone involved so at Nursery Days/Kids Days 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.

accidents

- 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 manager. This should be done as soon as the accident is dealt with, while the details are still clearly remembered. The parents must be shown the Accident Report and asked to sign it as soon as they collect their child
- the nursery manager must 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 3 months
- where medical attention is required a senior member of staff should notify the parent 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 requiring medical attention to Ofsted where necessary

first aid

The first aid boxes are located in: Snowflake room, Sunbeam room and outside the office

All / most of the staff in Nursery Days/Kids Days are trained in paediatric first aid and this 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 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 care 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.

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 Milton or freshly diluted bleach (one part diluted with ten 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 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. If a needle is found the local authority must be contacted to deal with its disposal.

Health Card Procedure

If a child has any allergies or health problems you must follow these steps:

1. Ensure that parent/carers have informed you in writing of any health problems/allergies.
2. Transfer the information accurately and clearly onto a health card and seek any additional information if needed from the parent/carers so that there are no blank boxes.
3. Keep a photocopy of the original letter from the parent/carer in the health card folder and put the original in the child's file in the main office.
4. Add the child's name to the health list and state their condition.
5. Inform all existing and new staff/student/trainees of the child's health problem/allergy.
6. Ensure that the child's registration form is updated of any health problems/allergies.

It is the nursery supervisor's responsibility to ensure that a written letter has been supplied by the parent/carer during the registration process.

It is the room leaders or 2nd in charge responsibility to follow the health card procedure.

If it is a new condition that occurs whilst the child is already attending nursery then it is the member of staff's responsibility who was first informed to ensure that the above procedure has been implemented.

Head Injury

1. Deal with the head injury, always inform other staff and ensure that there is cover for the other children when dealing with the injury.
2. Fill in a head injury form as well as an accident form after dealing with the child.
3. Observe the child as stated on the form, ensure that you monitor the child every 15 minutes for one hour then every hour until the child is collected.
4. If there are any complications apply first aid and call the emergency services as well as the parent/carer.
5. Ensure that the parent/carer of the child is informed of the head injury, that they sign the accident/incident form and take home with them the head injury form.

Accident/Incident

1. Do not deal with an accident unless you are a qualified first aider and have an up to date police check.
2. Deal with the nature of the accident/incident following the steps below:
 - a) Inform other staff and ensure that there is adequate cover for you to deal with the injured child.
 - b) Assess the situation, checking visible injuries and the surrounding areas looking for any swelling, bruising etc.
 - c) Comfort and reassure the child and at a level appropriate to their age and understanding ask them to tell or show you where it hurts.
3. Apply the necessary first aid and seek other medical attention if needed i.e. NHS DIRECT HELPLINE or AMBULANCE SERVICE. (**Remember to wear any Personal protective equipment**).
4. An accident/incident form must be fully and accurately completed with as much detailed information as possible and signed by the nursery supervisor. The nursery supervisor must check that the form has been completed correctly and that the steps above has been followed.
5. If an injury has occurred from the neck up then complete a head injury form and Follow the correct HEAD INJURY PROCEDURE.
6. If need be contact the parent/carer and inform them of the accident/incident and make any recommendations necessary for the welfare of the child.
7. Ensure that the parent/carer is informed of the accident/incident at the end of the Session and signs the relevant forms adding their comments.

This policy links to:

EYFS Unique child	1.3 Keeping safe
	1.4 Health and well-being
EYFS Positive relationships	2.1 Respecting each other
	2.4 Key person
EYFS Enabling environments	3.4 Wider context

EYFS statutory requirements – Medicines – Illness and injuries – Adults looking after children must have appropriate qualifications, training, skills and knowledge.

ECERS-R and ITERS - Personal care routines

Every child matters - Be healthy
Staying safe

Signed:

This policy was adopted on : 24th August 2009

To be reviewed: 1st review: August 2010