



## Accidents and First Aid Policy

EYFS: 3.25, 3.50, 3.51

At Spice Childcare 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.

### Accidents

Location of accident files: Office

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. These must be recorded in the Accident/Incident File as a written record and reported to the manager. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents will be shown the Accident/Incident Report and asked to sign it as soon as they collect their child.
- Accident forms are checked monthly for patterns e.g. one child having a repeated number of accidents, a particular area in the setting or a particular time of the day when most accidents happen. The manager will investigate any patterns.
- The manager will report serious accidents to the registered person for investigation to determine 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 will notify the parent/carer(s) as soon as possible whilst caring for the child appropriately.
- Where medical treatment is required the manager will also inform the insurance company in writing.
- 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. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

- Parents /carers will be informed about accidents / incidents on the same day or as soon as reasonably practical.

Organisation	Contact
Ofsted	0300 123 1231
Local authority children's social care team	0345 045 5203
Local authority environmental health department	01480 388302
Health and Safety Executive	0345 300 9923
RIDDOR report form	<a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a>

- **Transporting children to hospital procedure**
- If the injury is severe, an ambulance will be called immediately. At NO time will anyone attempt to transport the sick child in their own vehicle.
- Whilst waiting for the ambulance, the parent/carer(s) will be contacted and arrangements to meet them at the hospital will be made.
- A senior member of staff will accompany the child, and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team will be informed immediately.
- Staff will remain calm at all times, to ensure that children who witness an incident, and may be affected by it, can be given comfort and reassurance.

### **First aid**

The first aid boxes are located in: Baby Room and Main Play.

These are accessible at all times, and are kept out of the reach of the children. The contents of the boxes are checked monthly, and out of date or used items are replaced. .

First aid boxes 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 are kept in them.

**The appointed persons responsible for first aid are:**

**Cheryl Adams, Deborah Bryce-Kinzkofer, Lisa Cave, Debbie Handy and Sue Bream**

All of the staff at Spice Childcare are trained in paediatric first aid, and this training will be updated every three years to ensure it remains current.

All first aid trained staff are listed in each room. When children are taken on an outing away from our setting, 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 setting 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. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

### **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 puncture 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.

Spice Childcare treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training for 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>
October 2016	Cheryl Adams	September 2017