

## Accidents and first aid policy

### Victoria Road Private Day Nursery

Accidents can be very distressing for anyone involved so at Victoria Road Private Day Nursery we follow this policy and procedure to ensure all the parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

#### First aid officers

***The nursery first aid officers are Sian Kelly and Chloe Brookes***

### **Accidents**

Location of accident files: *The Office*

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record by completing an accident form and keeping 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 form, informed of any first aid treatment given, risk assessment completed and asked to sign as soon as they collect their child and advised to take a copy.
- Accidents forms are checked 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 will be investigated by the nursery managers Sian Kelly and Chloe Brookes.
- 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). Serious accidents such as broken bones etc. must be reported to Ofsted within 14 days from the accident occurring. (excluding broken fingers or toes)
- 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 Ofsted where necessary.
- Pictures will be taken of the child's head injury and stored in the office for parental viewing if requested.

- Any head injuries will be reported to parents immediately and will be sent with a head injury advice form.

### **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 medical 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: *Each room in a designated area*

***The appointed persons responsible for first aid is Sian Kelly and Chloe Brookes***

All 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 the 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**

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.

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 wellbeing 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 safety legislation