

Best Practice Accidents and First Aid Policy

England: EYFS
3.24 & 3.48

1.1 We aim to keep children safe however, at times accidents may occur. This can be very distressing for anyone involved so at Muddy Boots Nursery School LTD 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.

1.2 Accidents

Location of accident files: On the Family App

- The person responsible for reporting accidents, incidents or near misses is: the member of staff who witnesses the incident.
- They must record it on family on the specific child's profile and report it to the nursery manager on duty.
- Staff who have witnessed the accident may also be added to the online 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 will receive a notification of the accident, informed of any first aid treatment given and asked to acknowledge the form as soon as they receive the form, they will then also be made aware of collection.
- Accident forms are checked 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 Manager.
- The nursery manager on duty 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)
- 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 on duty will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The registered provider will report any accidents of a serious nature to Ofsted and the local authority child protection team (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.

1.3

Organisation	Contact Number
Ofsted	0300 123 1231

Bournemouth and Poole Local Safeguarding Children Board	01202 458873
Health and Safety Executive advice	0300 003 1747

1.4 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(s) and arrange to meet them at the hospital
- The most appropriate member of staff must accompany the child and collect together registration forms, relevant medication 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. Staff may also require additional support following the accident.

1.5 First aid

The first aid box for staff should be kept in a readily accessible position but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

The first aid box is located in: the kitchen (Setting relevant)

These are accessible at all times with appropriate content for use with children. The content of the boxes is checked regularly and items replaced that have been used or are out of date.

1.6 The appointed person(s) responsible for first aid is:

- **Nursery Manager**

When the manager is not present within the setting the following will be responsible:

- **Deputy Manager**

Most 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 entrance area. 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.

1.7 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.

1.8 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 on their register carrying hepatitis or who is HIV positive.

1.9 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 is in line with current health and safety legislation.