

Accident and First Aid Policy

The Nursery School treats its responsibilities and obligations in respect of health and safety as a priority and will provide all members of staff with ongoing training that reflects best practice and that will be in line with current health and safety legislation.

Accidents

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. Staff must record the incident on an accident form, which must be signed by a member of the management team. This should be done as soon as the accident has been dealt with, while the details are still clearly remembered. Parents must be shown the accident form and be asked to sign it as soon as they collect their child
- All accident and incident forms are kept in the accident/incident file as well as the child's file
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible while caring for the child appropriately
- The Nursery manager will report any accidents of a serious nature to Ofsted, Croner Health and Safety Advisor and **RIDDOR** under **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**

Transporting to Hospital Procedure

- If the injury requires medical attention, an ambulance will be called immediately
- A member of the management team must be informed immediately
- While waiting for the ambulance, the parents/next of kin will be contacted and arrangements will be made to meet them at the hospital
- A senior member of staff must accompany the child and must take the child's file containing all details, relevant medication sheets, medication and the child's comforter
- The staff accompanying the child must take a Nursery mobile phone with them and stay in touch with the Nursery School at all times

First Aid

A first aid box is located in every room of the Nursery School.

All staff are trained in paediatric first aid and this training will be updated every three years to ensure it remains current.

The nominated first aider is responsible for:

- Regularly checking the first aid boxes to ensure the contents of supplies are as required under law
- Ensuring all first aid equipment is in date
- Purchasing first aid equipment
- Completing the staff accident book when required

Personal Protective Equipment (PPE)

The Nursery School provides staff with PPE according to the needs 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

Precaution must be taken when cleaning wounds as some conditions such as Hepatitis or the HIV virus can be transmitted via blood.

Staff must wear disposable gloves and wipe up any blood spillage with disposable cloths and Milton. All items must be carefully disposed of immediately after use.

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.

Reviewed on: June 2020

Signed on behalf of the Nursery School:*Mikki Parkes*.....

Next review date: June 2021