

6.1 - Accidents and First Aid

EYFS: The Safeguarding and Welfare Requirements
3.25, 3.45, 3.51, 3.52

Policy Statement

At Hopes and Dreams Montessori Nursery 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.

Procedures

Accidents

Location of Accident File:

Saved on the nursery server - **Admin/Scanned in Accident Forms.**

When an accident or incident occurs, we ensure:

- The child is comforted and reassured first
- The extent of the injury is assessed and if necessary, a call is made for medical support/ambulance
- First aid procedures are carried out where necessary, by a trained paediatric first aider
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on the relevant form (Accident/Incident/Observation or Near Miss) and report it to a member of the Nursery Management Team. Other staff who have witnessed the accident may also countersign the 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 must be shown the completed form and informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after.
- The Health & Safety Officer reviews the accident forms at least 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 Manager and Health & Safety Officer and all necessary steps to reduce risks are put in place.
- The Nursery Management 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))
- 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 follow the insurance company procedures, which may involve informing them in writing of the accident
- The Nursery Management 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.
- As we have been Awarded Millie's Mark, then the Nursery Management will also notify Millie's Mark to meet the requirements under this scheme.
- All notifications must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

| Organisation | Contact |
|---|---|
| Ofsted | 0300 123 1231 |
| Local authority children's social care team | 0207 527 7400 cscferrals@islington.gov.uk |
| Health and Safety Executive | 0300 003 1747 |
| RIDDOR report form | http://www.hse.gov.uk/riddor/report.htm |
| Millie's Mark | info@milliesmark.com |

Head injuries

If a child has a head injury in the nursery, then we will follow the following procedure:

- Comfort, calm and reassure the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- Inform a member of the Nursery Management Team immediately
- If the skin is not broken, we will administer a cold compress for short periods of time, repeated until the child is deemed well enough to return to play or until the parent arrives to collect their child.
- If the skin is broken, then we will follow our first aid training and stem the bleeding
- Complete the Accident/Incident/Observation form for parents to sign on collection
- Complete a Head Injury Letter which is given to parents on collection.
- Call the parent and make them aware of the injury and if they need to collect their child
- If necessary, keep the child in a calm and quiet area whilst awaiting collection
- We will continue to monitor the child and follow the advise on the NHS website as per all injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- If the child needs to sleep as part of their usual routine, staff monitor extra closely and rouse the child regularly through their sleep.

Transporting children to hospital procedure

If the injury requires medical attention, the Nursery Management or staff member must:

- Call for an ambulance immediately if the injury is severe.
- DO NOT attempt to transport the sick child in your own vehicle, but if it is deemed that medical attention is needed, but it is not an emergency in need of an ambulance, then the use of a private licensed taxi can be called instead.
For further information, please go to:
www.childcarseats.org.uk/the-law/cars-taxis-private-hire-vehicles-vans-and-goods-vehicles/#under-three
- Whilst waiting for the ambulance/private licensed taxi, contact the parent(s) and arrange to meet them at the hospital.
- Get the relevant member of staff to complete the Accident/Incident/Observation form to be taken to the hospital with them.
- Arrange for the most appropriate member of staff to accompany the child taking with them any other relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy staff if necessary, to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- 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.

First Aid Boxes

Location of first aid boxes: Every classroom of the nursery, the Office, Staff Room and Kitchen.

Contents

- 2 pairs of disposable nitrile gloves.
- 3 x Triangular bandages (ideally at least one should be sterile)
- Sterile dressings:
 - 3 x small
 - 3x medium
 - 3 x large
- 2 x Sterile eye pads (with bandage or attachment)
- 1 x burns dressing
- 20 x assorted (individually-wrapped) hypo-allergenic plasters
- 1 x Tuff scissors
- 20 x alcohol free cleansing wipes
- 1 x container of 6 safety pins
- Saline pods
- Adhesive tape
- Guidance card as recommended by HSE

In addition, the following equipment is kept close to the first aid boxes

- Disposable aprons
- Children's thermometer
- Cold compresses are kept in the fridges in the kitchen and staff room.
- And a supply of ice is kept in the freezer in the kitchen

The Health & Safety Officer is responsible for ensuring someone is nominated to:

- Regularly check the first aid boxes to ensure the contents of supplies are as required under law
- Ensure all first aid equipment is in date
- Purchase first aid equipment

A smaller first aid kit is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc. Any items used are replenished immediately on return from the outing, as well as an accident form being completed.

Procedures of an Accident of an Adult

- In the unlikely event of an accident, we have staff who hold the full First Aid at Work certificate.
- The first aider carries out any treatment as necessary and assesses whether or not the patient needs hospital treatment.
- If the accident is quite serious, then immediately after the accident, the Nursery Management carries out and records a full investigation. To ensure that the investigation is successful, we always look beyond the immediate, to the underlying cause and never apportion blame. During the investigation, the Nursery Management may need to interview staff, view the scene of the accident and check the relevant documentation.
- As we employ more than ten staff, all accidents need to be recorded in the staff accident book, completed by the person/s involved and filed away in the Accident File.

Food Safety and Play

We ensure any food we use for play with the children is carefully supervised. We will also use the following procedures to ensure children are kept safe:

- Choking hazards are checked and avoided
- We will not use whole jelly cubes for play. If we do use jelly to enhance our play, then all jelly will be prepared with water as per the instructions and then used
- Small objects such as dried pasta and pulses will only be used for older children and under supervision
- All allergies and intolerances will be checked, and activities will be adapted to suit all children's needs, so no child is excluded
- All activities including food will be included on the planning sheets showing all allergens, so all staff and parents are aware of the ingredients
- Children's allergies will be visible to staff when placing out food play activities to ensure all needs are met
- Any cooking activities will be checked prior to start to ensure all children are able to use all the ingredients based on their individual needs
- We do not use food in play unless it enhances the opportunities children are receiving from the activity. Many of the food will be reused in other activities, especially the dry materials.

Personal Protective Equipment (PPE)

The nursery provides staff with PPE according to the needs of the task or activity.

- Single use, disposable gloves and aprons should be worn for tasks where there is a risk of contact with blood or other bodily fluids. This will include
 - nappy changing or toileting,
 - dealing with a child who is vomiting
 - handling soiled clothes or bedding
 - making up milk bottles where breast milk is used
 - administering first aid procedures.
 - Handling chemicals
- Single use, disposable gloves and aprons must be fit for purpose and effectively protect both the child and the staff member
- Always thoroughly wash hands with liquid soap and warm water before putting on and after removing PPE
- NEVER use the same PPE for more than one child or episode of care.
- PPE needs to be disposed of correctly and we dispose of with the clinical waste i.e. the nappy bins. PPE should never be disposed of in the normal bins.
- A variety of sizes are available and they are stored around the Nursery
- For allergy reasons, we do not use latex or powdered gloves.

Dealing with Blood

Precautions 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.

The use of PPE is consistent and not based upon whether a child is known to have an infection

Needle punctures 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.

Staff Training

At Hopes and Dreams Montessori Nursery we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

As part of Millie's Mark, all staff received the 12 hour blended Paediatric First Aid within 3 months of their employment and this is renewed every three years.

As a minimum, the Nursery Manager, Deputy Manager and Health & Safety officer are all trained in First Aid at Work and this is renewed every three years.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- The Health and Safety (Enforcing Authority) Regulations 1998
- Health & Safety at Work Act 1974
- Health and Safety (First Aid) Regulations Act 1981,

Reviewed: April 2022

Next review date: April 2023

Signed on behalf of the nursery:

L. Thorpe Zurewska