



Accidents and First Aid policy

AIMS:

- To ensure all accidents are dealt with, recorded, and evaluated immediately.
- To ensure information regarding accidents is passed on to the appropriate people/authority.
- To ensure the safety and welfare of the child and staff.

ACCIDENT RECORDING - CHILDREN

Justification

However careful you are, accidents do sometimes happen and if this happens, you must fill in an accident form, which is kept in the Policies and Procedure file under “Accidents, Incidents and First Aid”, located in the managers office.

The accident report log serves the following purposes:

- It ensures that parents are properly notified of any accident, however slight, which happens to their child in their absence. An apparently minor injury can sometimes give rise to more serious symptoms later. If this should happen, it would be important for parents to be forewarned.
- The log provides an instant, accurate record of what happened. This means that if an insurance claim should arise - perhaps later - as a result of injury to a child, there will be no need to depend on memory to piece together the events of the day in question.
- Over a period of time, an accident log builds up a picture of things, which have gone wrong in the nursery. The staff and management should check through it regularly to see whether any patterns are emerging. If accidents often happen in a particular part of the room, round a particular piece of equipment or even at a particular time in the session, the adults need to get together to consider whether this has implications for the way they organise the nursery.

Because all of these matters are important, ensure accuracy by filling in the form as soon as possible after the incident in question has been dealt with, while it is fresh in people’s minds.

FIRST AID

First aid should only be given by qualified first aiders. The qualified first aiders for this nursery are:-

First Aid Equipment

The first aid box is situated

- The kitchen first aid box must always contain blue plasters and burns dressings, which should not be used inappropriately e.g. blue plaster on a child’s knee.
- There are small travel packs for outings.
- First aid resources must be checked every month. The box should be initialled by the checker on the reverse side of the box.



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 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.

Dealing with blood

Always take precautions when cleaning wounds as some conditions such as Hepatitis or HIV virus can be transmitted via blood. Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat Milton or freshly diluted bleach (one part diluted with ten parts water). Such solution must be carefully disposed of immediately after use.

The nursery will not necessarily be aware if there is a child carrying Hepatitis or HIV Positive on their register.

Needle punctures 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. If a needle is found the local authority must be contacted to deal with its disposal.

MORE SERIOUS ACCIDENTS

Accidents which lead to a serious injury, requiring medical attention from a doctor or the hospital, must have an individual accident report form filled in, and an immediate accident investigation be instigated. A copy of the form should be kept in the child's personal file.

The report form should include additional statements from witnesses and a sketch of the site of the accident. The accident must be reported to the Inspection Team at:-

Accidents should be reported as follows -

1) CHILD -

1. EDNS accident report form must be completed
HSE Riddor book (Blue F2508) report of an injury or dangerous occurrence should be completed for a child who has a dangerous occurrence / incident, a copy must also be sent to The Health and Safety Executive. **(This form follows as 13 a, b and c)**

ADULT -

1. HSE Accident Book (Yellow BI510) should be completed in all cases. **(A photocopied example of this form follows as 13d)**
2. HSE Riddor book (Blue F2508) if a member of staff is away for 3 or more working days (excluding the day of accident). A copy must also be sent to The Health and Safety Executive.

Under R.I.D.D.O.R (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). See policy on Incident Reporting.



2) ACCIDENT EVALUATION

In cases of serious accidents as outlined in the above paragraph, the accident must be investigated immediately, and action taken to ensure the accident does not re-occur. Use the accident/ incident investigation form

In cases of minor 'bumps and bruises' commonly occurring in young children, a monthly audit should be undertaken to identify any recurring pattern, or particular problem. Again, action must be taken to ensure that appropriate steps are taken to remove any identified hazards.

3) GOING TO HOSPITAL

Unless a major emergency has occurred, children or staff requiring emergency treatment at the hospital must travel by ambulance. On some occasions a taxi may be used e.g. if you are aware of a shortage of ambulances causing a real delay.

If a child or member of staff must be taken to hospital, their emergency details should be taken out of the box file, so that personal details can be quickly passed over to the hospital staff. It is essential that these cards are returned to the box file on return to the nursery.

The accompanying member of staff must :-

- Be fully aware of the nature of the accident that has occurred.
- Be generally familiar and well known to the accident victim.
- Stay with the patient until relieved of this duty.
- Keep nursery and/or parent informed of what is happening at the hospital.
- Stay calm at all times and supportive to all those involved.

Write up a report if required on return to nursery.

INFORMING PARENTS OF ACCIDENTS

If a child is involved in an accident, parents must be informed.

The Nursery Manager must assess the seriousness and circumstances and decide when a parent should be contacted, whether immediately, or when the child is collected by the parent or carer (in the case of a minor accident).

A full account of the accident must be recorded in the Accident Book and this must also be signed by the Parent/Carer, after a full account of the accident has been given verbally and the parents' queries answered.

Parents should not be alarmed unnecessarily. It is important that the information given to parents is a factual account of the child's condition.

If in doubt about when to contact a parent, seek guidance from Head Office.

Head Office **must** always be informed when a child's accident is requiring medical intervention.

Also see HEALTH / ILLNESS AND EMERGENCY POLICY.



Related forms:

- Accidents report form- child
- Incident/ accidents at home
- Accident/ Incident investigation form- to be used to investigate a serious accident
- Riddor - report of an injury or dangerous occurrence