



# Abbey Wood Grange Day Nursery

## Accident and First Aid Policy

Accidents can be very distressing for anyone involved so at Abbey Wood Grange nursery 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.

The person responsible for reporting accidents or incidents is the member of staff who witnesses the incident. They must record it on an Accident Form 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 Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child.

Should a serious accident/illness requiring urgent medical attention occur, staff MUST operate the following procedures:

- One person to stay with the injured child.
- One person or more to take care of the other children.
- One person to report to the Manager who will telephone for an ambulance and the child's parent/s. It may be appropriate to transport the child direct to hospital.
- If the ambulance arrives before the child's parent/s, the helper who has been looking after the child should accompany him/her in the ambulance together with the child's records.

All accidents/incidents MUST be recorded on a Accident Form stating the time and the nature of the accident and the action taken. The person in charge, witness and then the Parent/Guardian must then sign this.

If a child should show signs of illness i.e. high temperature, rash etc. the person in charge MUST be informed IMMEDIATELY.

Only prescribed medicines can be administered to the children. These must be requested for on a Medicine Form and signed by the parent. Staff administering the medicines must sign the form and a second staff member must also witness. Please check the name, dosage and expiry date on the bottle to ensure that the parent has written it down correctly.

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))

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.

### **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 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.

### **First aid**

First Aid boxes are located in the Main Office, Kitchen and Romp Room. These are accessible at all times with appropriate content for use with children

The appointed person responsible for First Aid is Olivia Shambrook.

All of the staff are trained in 12 Hour Paediatric First Aid and this training will be refreshed every year and then retaken every three years to ensure this remains current.

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 and who carries an appropriate first aid box at all times.

### **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 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 on going training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

*Internal use only*

<b>Last updated/reviewed</b>	<b>Signed on behalf of the nursery</b>	<b>Date disseminated to staff</b>
<i>October 2014</i>		