



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 accident or 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, stating the time and the nature of the accident and the action taken. The person in charge and witness must also sign the form.

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.

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.

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

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.

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 treatment is required the nursery manager will also inform the insurance company in writing.

The nursery manager/director 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 or Key Worker must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter.
- 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, Woodlands Pre School & Kitchen. 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 3 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 a first aid box will be available at all times with a designated person/area.

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 in a yellow bag.

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

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.