



LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB

ACCIDENT & INCIDENT PROCEDURES

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. We ask parents to understand that sometimes accidents do happen and whilst we do our utmost to ensure that these are minimised as much as possible, due to the developmental stage of the children in our care, they will unfortunately happen. Sometimes also, these accidents are not witnessed by a staff member as, although the children are always supervised, it is impossible for them to see every accident that occurs.

Accidents

- The person responsible for reporting accidents or incidents 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 an Accident Form and report it to the nursery manager or deputy manager. 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, while 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. If a parent refuses to sign an accident form for any reason, then the staff member must record on the form that the parent has been informed of the accident but did not wish to sign it.
- First Aid treatment must only be given by a first aid qualified staff member
- The nursery manager reviews the accident forms regularly 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 all necessary steps to reduce risks are put in place

- 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 management member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- The nursery manager 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. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Head injuries

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

- Calm 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)
- If the skin is not broken, we will administer a cold compress for short periods of time, repeated 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
- Call the parent and make them aware of the injury
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection
- We will follow the advice on the NHS website as per all head injuries
<https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our first aid training.

Transporting children to hospital procedures - The nursery manager/staff member must:

- Call for an ambulance immediately if a decision is made that one is needed. A good rule of thumb is that if you think one should be called, then call one. DO NOT attempt to transport the injured child in your own vehicle

- Whilst waiting for the ambulance, contact the parent(s). Do not use the nursery telephone to do this in order to keep the nursery line free in case the parent/s are trying to phone the nursery. In this circumstance, use of a manager/deputy's mobile phone is permitted or nursery mobile phone.
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter. This person should not be the manager as he/she needs to stay at nursery to oversee any action that needs to take place there.
- Redeploy staff if necessary, to ensure there is adequate staff deployment to care for the remaining children.
- Inform a member of the senior management team as soon is convenient (prioritise the child's welfare and informing the parents first).
- 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

The first aid boxes are located in the nursery rooms. These are accessible at all times with appropriate contents for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly and replaces items that have been used or are out of date. First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

The appointed person(s) responsible for first aid is – Mrs J Maybank

*All/*most of the staff are trained in paediatric first aid and this training is updated every three years. 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. A first aid box is taken on all outings.

Food Safety

Children are supervised during mealtimes and food is adequately cut up to reduce choking if needed. Parents are advised and reminded of the importance of how some foods need to be prepared for the children's packed lunches and items are checked by staff before the child eats them cutting them if needed.

Food within play has a variety of learning experiences are provided through exploring different malleable materials, however within all food play activities the children will be fully supervised.

Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- 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

At **Leechpool Caterpillar Nursery and After School Club** 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