**Accidents and First Aid policy**

At Mereside Farm the safety of all children is paramount and we have measures in place to help to protect children. However sometimes accidents do unavoidably happen.

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.

Accidents

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.
* The accident or incident is recorded on an Accident form and it is reported to the nursery 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, whilst the details are still clearly remembered.
* Parents are shown the Accident form and informed of any first aid treatment given. They are asked to sign it the same day, or as soon as reasonably practicable after
* The nursery manager 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 are investigated by the nursery manager and all necessary steps to reduce risks are put in place
* The nursery manager reports any 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 is 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 manager/registered provider 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.

Location of accident records: Nursery office and old records are stored in the loft.

**Head injuries**

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

* Comfort, calm and reassure the child
* Assess the child’s condition to ascertain if they need to be collected by parents to seek medical attention, be taken to hospital or emergency medical advice be sought. (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 to reduce swelling until the first aider dealing with the injury is happy that they can return to play, a parent arrives to collect their child or emergency first aid arrives.
* If the skin is broken, then we will follow our first aid training and stem the bleeding, apply a cold compress once bleeding has stopped and dress the wound.
* Call the parent and make them aware of the injury and if they need to collect their child.
* Complete the accident form and give a minor head injury form to the parent.
* If the child is remaining in our care, we will monitor their wellbeing following head bump advice.
* If the child is to be collected, we will 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 procedure

The nursery manager/staff member must:

* Call for an ambulance immediately if the injury is severe or the child is unwell and needs medical attention, for example difficulty breathing. We will not attempt to transport the injured child ourselves in our own vehicles.
* Whilst waiting for the ambulance, we will contact the parent(s) and ask them to come to the nursery straight away – keeping them informed if the emergency services arrive first and decide to take the child to the hospital.
* If the parent has not arrived before the child needs to be taken to hospital, an arrangement will be made for an 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
* 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
* Inform a member of the management team immediately if not already aware.
* Always remain calm. 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 in the Preschool room, Tweenie room, Baby room, Office, and Kitchen.

These are always accessible with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes at least 6 monthly and replaces items that have been used or are out of date, however all staff are responsible for replacing any items that have been used. Additional supplies are kept in the office.

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 are The Manager and Owner**

We always aim to have all staff trained in paediatric first aid and this training is updated every three years. The only occasions where this may not be the case is if a new member of staff starts employment and does not have this qualification until training is arranged or a staff members training lapses before we can arrange training.

All first aid trained staff are listed by our 2 entrances by staff photographs. 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 and play**

Children are supervised during mealtimes and food is adequately cut up to reduce choking. The use of food as a play material is used with caution, as we understand that learning experiences are provided through exploring different malleable materials the following may be used. These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays, children are always supervised when playing with food, such as:

* Playdough
* Corn flour
* Dried pasta, rice and pulses.
* Dried cereals

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. Fruits and Vegetables. Children will be supervised during these activities. Food that could cause a choking hazard, including raw jelly is not used.

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 tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

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, and sterilising fluid.

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.

We treat our responsibilities and obligations in respect of health and safety as a priority and we provide any updates regarding health and safety to all employees whenever applicable as soon as possible.

**Prior injury forms**

All accidents that occur at home MUST be recorded on a prior injury form.

If the injury **is shared** with us at drop off, we MUST have a discussion with the parent to ensure we agree with the description of the injury, for example it may be written as a scratch and we feel it appears to be a cut. The form must be given to the DSL (or a deputy DSL if not present) straight away.

If the injury is **not shared** with us when a child is dropped at nursery, a prior injury form will be completed, and it will be discussed when the child is collected.

**However …**

**If there are any safeguarding concerns regarding the injury a DSL MUST be informed immediately – not wait till the parent collects, and a decision will be made as to whether to seek advice from Childrens Social Care.**

**Staff accidents/incidents and near misses**

All staff accidents should be treated in the same way as the procedures outlined above. First aid must be administered as required, emergency medical assistance sought if necessary and a manager being informed. All accidents, incidents and near misses must be recorded on a staff accident form and given to the manager/ owners to complete their section, sign and ensure that there any actions that may be needed are taken, e.g. removing faulty equipment. Staff accident forms are in the office.

If a member of staff has an accident whilst with the children, the children must be reassured as much as possible by other staff present to try to avoid un-necessary distress to the children, while still tending to their colleague.

The emergency contact name for a member of staff should be called as soon as possible if they need hospital treatment or it is felt that they need assistance to go home.

This policy is updated at least annually or after a serious accident or incident.

Reviewed and Revised: APRIL 2022

Due for review by: APRIL 2023