



FEVERSHAM
FIRST STEPS UNDERCLIFFE

ACCIDENTS & FIRST AID POLICY

UPDATED SEPTEMBER 2018

ACCIDENTS & FIRST AID POLICY

Accidents can be very distressing for anyone involved. at Feversham First Steps nursery we follow this policy and procedure to ensure all parties are supported and cared for, and that their health, safety and welfare is protected throughout their time in the nursery

ACCIDENTS/INCIDENTS PROCEDURE:

Location of accident forms: *File clearly labelled in office*

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident at the time it occurred. They must record it on an Accident/Incident form, and then report it to the nursery manager or a senior member of staff, who will then also sign the form. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parent/carers must be shown the Accident/Incident form, informed of any first aid treatment given and asked to sign it as soon as they collect their child
- Accident/Incident forms are checked regularly by management, this is to look 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 management
- 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, management or a senior member of staff will notify the parent/carers as soon as possible whilst caring for the child appropriately
- Where medical treatment is required management or a senior member of staff will also inform the insurance company in writing
- The nursery manager will report any accidents of a serious nature to **OFSTED** where necessary
- 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:

The first aid boxes are located in:

- Baby Butterflies room (0-2yrs) - in the cupboard above sink
- Little Ladybirds room (2-3yrs) - on the shelf above sink
- Clever Caterpillars (3-5yrs) - on the shelf above sink
- Kitchen/staff room - on top of the fridge
- Office - on the shelf behind door

These are accessible at all times with appropriate content for use with children

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The appointed person/s responsible for first aid is The Duty Manager

Most of the staff are trained in paediatric first aid and this training will be updated every three years to ensure this remains current

All first aid trained staff are listed in each room. 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 we will carry an appropriate first aid box at all times.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

The nursery provides staff with PPE according to the need of the task or activity. PPE may include aprons, gloves etc. Staff must wear PPE to protect themselves and the children during 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. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported

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 the Hygiene bin located in the nappy changing room

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

NEEDLE PUNCTURE & 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

This policy was reviewed by management on: 24.09.18