



## ACCIDENT AND INCIDENT POLICY

### INTRODUCTION.

Accidents/Incidents can be very distressing for anyone involved so at our 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.

### MINOR ACCIDENTS/INCIDENTS - PROCEDURE

- Staff will assess the situation and if necessary contact a first aider and Management.
- All head injuries must be reported to Management and if necessary the School Matron.
- At all times staff must wear protective clothing. Disposable gloves and aprons are kept in the bathroom area for cleaning up any bodily fluids.
- The injury will then be treated. Most minor accidents/incidents will be treated by using a cold compress and by comforting the child with cuddles.
- Accidents will be recorded on EYLog under the child's individual file, once completed, add the child initials onto the whiteboard, which will enable the staff a reminder to hand over the information on collection and will then be published to parents/carer via EYLog.
- Room leaders to check the draft list making sure all accidents/incidents have been published on a daily basis.
- [hello@lodge daynursery.co.uk](mailto:hello@lodge daynursery.co.uk) will receive a notification once a parent/carer has completed an accident/incident form.
- If the child has a minor head injury they will be monitored every 10 minutes for an hour or longer depending on the injury.
- Inform parents/carers at the time of the accident/incident if necessary.

### MAJOR ACCIDENTS/INCIDENTS - PROCEDURE

- If the child is able to be moved, then staff should make the area around the child as calm and quiet as possible. The Management and the School Matron *must* be informed.
- The First Aider, Management and the School Matron will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for their parents/carers.
- The child's Key Person (where possible) and a First Aider will stay with the child to comfort and reassure them until the arrival of the ambulance or parents/carers.
- If the child needs to go to hospital straight away, an ambulance should be called.
- Parents/carers will be contacted immediately and arrangements will be made to meet them at the hospital.
- A member of Management will accompany the child to hospital.
- The child's information and comforters must be taken to the hospital.
- The accident will be recorded on EYLog and completed by the staff member who has been dealing with it.
- All staff and children who are left in the Nursery after the accident need to be comforted and reassured. In some cases, we may need to inform all of the children's parents/carers.
- A member from the Management team will inform Ofsted/RIDDOR of any major accidents that occur within the Nursery, including if a child has been taken to hospital.
- Management will inform Ofsted if a parent/carer has decided not to take their child to hospital after a major accident that has occurred in the Nursery.

## **EXISTING INJURY PROCEDURE**

- If a child comes to Nursery with an existing injury, staff will ask parents/carers to fill in an Existing Injury Form via EyLog. Once the parent/carer has completed the form, this will be submitted for review by Management before publishing to EyLog.
- Parents/carers will be asked to describe how the injury happened, when injury occurred and if they visited the doctors/hospital and any action taken.
- If a staff member discovers an existing injury on a child throughout their time at Nursery to which parents/carers have not discussed, staff will complete a draft Existing Injury Form to discuss with parents/carers at the earliest opportunity.

## **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, the parents/carers will be contacted to arrange meeting them at the hospital.
- Manager/Deputy Manager must accompany the child and collect together their information and belongings.
- Remain calm at all times. Children who witness an incident may well be affected and may need lots of cuddles and reassurance.

## **FIRST AID**

- The first aid boxes in The Lodge Building are located in the staff room, office and kitchen
- The first aid boxes in Adventurers Room (which is situated in Bourne, Anglesea Heights) are located as soon as you walk in through the main door on the left hand side.
- The first aid boxes in Preschool room (which is situated in Lower Prep, Ipswich School) are located in the children's bathroom hung up on the wall.
- Each room has a box with essential items located within their room. These are accessible at all times with appropriate content for use with children.
- Most staff are trained in paediatric first aid, this training will be updated every three years to ensure this remains current.
- All first aid trained staff are listed in all rooms. 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 paediatric first aid and who carries an appropriate first aid kit 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.
- Always 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 yellow bins.
- 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 ongoing training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

**Amended:** May 2022