

## 4. Accidents and First Aid

EYFS: 3.25, 3.50, 3.51

At La Petite Academy 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.

### Accidents or Incidents

Location of accident files: Accident folder in locked cupboard opposite kitchen.

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 or an ambulance
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find/be informed by the child where there are no witnesses. They must record it on an accident form and report it to the nursery management team. 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/incident 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 managers review the accident forms/incident forms 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 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 or incidents 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 forms are kept for at least 21 years and three months

- Where medical attention is required, a first aid trained 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. The setting is an awarded Millie’s Mark setting, and so the manager / registered provider will also notify Millie’s Mark to meet the requirements under this scheme. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Organisation	Contact
Ofsted	0300 123 1231
Local authority children’s social care team	01332 786968
Local authority environmental health department	01332 642020
Health and Safety Executive	0300 003 1747
RIDDOR report form	<a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a>
Millie’s Mark	info@milliesmark.com

### Head injuries

If a child receives a head injury while in the setting, then we will follow this procedure:

- Comfort, calm and reassure 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 appropriate
- 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 and the treatment given.
- Inform a manager of all head injuries and treatment and if a parent may be ringing back (e.g. if you have left a message on their phone).
- Complete the accident form in entirety, including monitoring on the back page of how the child felt, what they were doing and any changes to the injury
- 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.
- **With all head injuries parents will be informed as soon as possible and the child monitored for 1 hour in 15-minute intervals, and it will be discussed with the parent if the Manager feels the child will need collecting from the setting.**

### **Transporting children to hospital procedure**

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Inform a member of the management team immediately
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the setting / the hospital
- Arrange for the most appropriate member of staff to accompany the child if the parent is not available 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
- 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: Baby Unit nappy change area; Baby Unit kitchen; Main Nursery opposite kitchen door; both Nursery rucksacks (used on Nursery outings and school runs).

These are accessible at all times to staff, but out of reach of children, with appropriate content 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 at least 6 monthly.

The staff first aid boxes are kept in: Baby Unit nappy change area; Baby Unit kitchen; Main Nursery opposite kitchen door; Nursery rucksack (used on Nursery outings and school runs). These are kept out of reach of the children.

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 Carol Daly**

All of the staff are trained in paediatric first aid and this training is updated every three years. Staff who begin work with us without a first aid qualification will be trained as soon as possible.

We ensure there is at least one person who holds a current full (12 hours) paediatric first aid certificate on the premises and available at all times when children are present (as per section 3.23, EYFS, 2021)

All first aid trained staff are listed in the porch and on the Health and Safety board. At the time of writing this policy these are:

Carol Daly  
Jodie Hursthouse  
Becky Davis  
Chelsea Dakin  
Charlotte Gregory  
Roxanne Case

Codie James  
Chido Chikandiwa  
Ruby Harvey  
Sophie Harrison  
Glenda Coates  
Kuljeet Mann  
Kimberley Rodgerson  
Hina Khalid  
Samina Akhtar

Staff who are not paediatric first aid trained will not administer first aid or monitor a child's condition. They can complete information on the accident form and be a witness to the accident.

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, along with any medication that needs to be administered in an emergency, including asthma inhalers.

### **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 discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used.

- Playdough
- Cornflour
- Dried pasta, rice, and pulses

These are risk assessed and presented differently to the way it would be presented for eating e.g., in tuff trays,

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 fully supervised during these activities.

Food that could cause a choking hazard, including raw jelly, will not be used. (See food play policy)

### **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 procuring 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 neat sterilising fluid. Such solutions must be carefully disposed of immediately after use.

### **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.

Parents of children requiring needles as part of managing a medical condition should supply the nursery with an approved sharps box for safe disposal. Full boxes will be returned to parents.

At La Petite Academy 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.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>16/05/2023</i>	<i>J. Hursthouse</i>	<i>16/05/2024</i>