



Accident and Pre-Existing Injury and First Aid Policy

Policy statement

At **Little Elms** we aim to protect children at all times but also recognise that accidents may sometimes occur. We 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 recognise our duty to safeguard all children who attend our settings, part of how we do this is by ensuring suitable first aid provision is available in each setting, as well as maintaining effective safeguarding policies and procedures.

There may also be times where staff, contractors or visitors have an accident at nursery and this policy applies.

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.

Child Accidents

Accidents

- The person responsible for reporting accidents or near misses is the member of staff who saw the accident occur 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. Other staff who have witnessed the accident should also countersign the form. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Form, informed of any first aid treatment given and asked to sign it on 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 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 Head of Operations and will investigate any such accidents with consideration for appropriate action to be taken, i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Any RIDDOR notified accidents will also be reported to the company insurers by the Head of Operations.
- 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.
- The Nursery Manager will also report any notifiable accidents to Ofsted within the 14-day period.

Head injuries and Significant Accidents

What is a head injury?

Any injury sustained to a child above the neck.

What is a significant accident?

An injury that requires medical assistance, looks aesthetically significant or has been caused by another (for example significant laceration, bites, scratches or potential broken/fractured bones).

If a child has a head injury or significant accident in the setting then we will follow the following procedure (any assessment of first aid requirement or administration of first aid must be undertaken by a colleague who has received appropriate Paediatric First Aid Training:

- Calm, reassure and support the child.
- Assess the child's condition to ascertain if a hospital or ambulance is required.

Little Elms Day Care

Accident Policy

Policies and Procedures are reviewed annually



- If the skin is not broken, we will administer a cold compress for short periods of time (where appropriate), repeated for up to 60 minutes or until the child is collected by the parent (if required).
- If the skin is broken then we will follow first aid training and stem the bleeding.
- Call the parent and make them aware of the injury within 30 minutes of the injury being sustained.
- Complete the Accident Form.
- Keep the child in a calm and quiet area whilst awaiting collection (if required).
- All head injuries and significant accidents (regardless of how significant or minor) must be monitored closely and 10-minute checks recorded on the Accident Form for a period of 1 hour).

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.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration form, relevant medical information, medication and the child's comforter.
- Redeploy staff if necessary, to ensure there is adequate staff deployment to care for the remaining children.
- Ensure an Accident Form is completed and signed by the parent.

Pre-Existing Injuries

Little Elms have a duty to ensure we monitor accidents sustained outside of nursery and therefore, parents/carers are required to inform the nursery of any such accidents/injuries at their earliest opportunity (at least at the start of their next session attended).

We will require the parent/carer to complete a Pre-Existing Injury Form alongside the nursery staff.

These documents are reviewed weekly by the management team as part of the company Safeguarding and Child Protection Policy.

In the event an injury is noted at nursery which we determine to have been sustained outside of the nursery, we will ask the parent to complete a Pre-Existing Injury Form upon collection.

Adult Accident Provision

Each nursery has an allocated member of staff who has received appropriate training in administer Emergency First Aid at Work.

Any accident sustained by an adult in any of our nursery settings will follow the same procedures for child accident relative to the injury sustained.

The person who sustained the injury (or a Little Elms colleague where it is impossible for the individual to complete themselves) will make a record of the accident in the nursery adult accident book.

Any actions as a result of this accident will be reported to the Nursery Manager who will put in place any necessary preventative actions to reduce the risk of future occurrences.

First Aid

The first aid boxes are located in: *[insert locations]*.

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



The appointed person responsible for first aid checks reviews the contents of the boxes monthly and replaces items that have been used or are out of date.

A list of items located in the first aid boxes for both adults and children are detailed within associated documents of this policy.

Each site has a named person responsible for the delivery of Emergency First Aid at Work and only those who have received adequate training in Paediatric First Aid will undertake first aid provision for children.

Little Elms aims for 100% of colleagues to be trained in Paediatric First Aid and this is updated every 3 years. The actual percentage varies across the nurseries but monthly courses are undertaken and staff across the group are required to attend as and when places become available.

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. A first aid box is taken on all outings.

Dealing with blood

We may not be aware that anybody at 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.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and Ofsted Notifiable Injuries

Little Elms have a duty to inform RIDDOR of accidents which meet the requirements set out by the HSE (Health and Safety Executive).

There are seven categories which include deaths, specified injuries, over seven-day injuries, injuries to people not at work, some work-related diseases, dangerous occurrences and gas incidents.

Some examples of RIDDOR reportable accidents include:

- Any bone fracture that's been diagnosed by a registered medical practitioner
- Arm, hand, finger, thumb, leg, foot or toe amputation
- Reduction or loss of sight in one or both eyes
- Crushing of the head or torso that results in brain or internal organ damage
- Burns or scalds that cover more than 10% of the body, or causes serious damage to the individual's eyes, respiratory system or any other vital organs
- Head injuries or asphyxia that causes loss of consciousness

The Nursery Manager must seek advice from the Head of Operations if they are unsure whether the accident is notifiable under RIDDOR or Ofsted.



If an accident occurs whereby the Nursery Manager believes it may be reportable to RIDDOR and/or Ofsted, an Accident Report must be completed and sent to the Head of Operations within 24 hours of the accident occurring. This must be sent with all relevant associated documentation detailed within the Accident Report.

In the event it is determined that a notification to RIDDOR is required, this will be placed by Head of Operations. For any Ofsted notification, these will need to be reviewed by the Head of Operations prior to the notification being placed by the Nursery Manager.

Accident Analysis

In order to monitor accidents, identify trends and put appropriate actions in plan with the aim to reduce minor injuries that occur in the nursery, the Nursery Manager completes an analysis of accidents on a monthly basis.

This analysis is completed at the end of each month using the 'Accident Analysis Record'.

Associated Documents:

- *Accident Form*
- *Accident Analysis Record (Monthly)*
- *First Aid Box Check Form*
- *Accident Report (RIDDOR)*
- *Pre-Existing Injury Form*
- *First Aid Box Contents Lists*
- *First Aid Box Checklist*