

ACCIDENT POLICY

TLC Neighbourhood Nursery and Playgroup ensure all staff are trained to deal with minor and major accidents. Therefore, they must complete their paediatric first aid training within the first three months of their employment and at least every three years thereafter. We have named training officers, Sarah Simm and Leanne Brighton who ensure that all staff attend their first aid training and ensure this is regularly updated in line with current legislations. Staff will remain calm; provide first aid, comfort and reassurance when dealing with all accidents. Along with the injured child any children who witness accidents will be given reassurance.

Dara Manhertz is the named accident/illness monitor, they will ensure that all accidents are monitored closely and will remove any re-occurring risk within the premises. Action plans will be produced identifying any hazards to children, etc and addressed immediately. This may involve a change in the layout of the environment, the daily routine or specific changes for a child.

First Aid Resources

- First aid boxes are in each of the children's rooms, in the office and kitchen areas should these be needed. Contents of which are checked by the designated person on a regular basis.
- Disposable gloves and aprons will be worn when treating/ dealing with accidents that involve blood or bodily fluids.
- Waste from accidents will be disposed of in a sealed yellow tiger bag and then in the nappy disposal unit.
- All accidents will be recorded on an accident sheet, which are in the children's room in the accident folders. The date, time, location and nature of injury will be recorded, along with any first aid given and how the accident occurred. The key person will evaluate their key children's accidents and if necessary report any concerns or hazards identified.
- A senior member of staff must be notified when a serious accident or head injury occurs.

Minor Accidents

- A member of staff who is qualified in first aid will treat minor accidents; this should be the first person available or the child's key person depending upon the situation. An assessment will be made of the injury and medical assistance sought if necessary. However, in most cases this may involve applying a cold compress and reassuring the child.
- Parents/carers are required to sign and date accident forms when they collect their child.
- If the staff feel the accident requires further medical attention, then parents will be contacted immediately to collect their child. Staff **MUST** make a record of the time the parent was contacted and details of the conversation on the accident form. Parents will

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be advised to take their child to seek medical attention. The nursery will contact the parents later that day to enquire about the child's injury.

- If necessary, an illness record will be used to monitor and record the child's condition until parents arrive.
- If we are unable to contact parents to collect their child or require further first aid guidance we may seek advice from 111. This will be recorded on the child's accident/illness record, along with any advice or first aid given.
- Should the child's condition worsen at any time after an accident, staff will immediately contact 999, before contacting parents. All details **MUST** be recorded on the accident/illness form.

Head Injuries

- In the case of an accident involving a bump to the head, the child will be monitored on an illness record at least every 10 minutes for the first hour, then every hour thereafter depending upon the injury and a head letter will be issued to parents/carers on collection of child. If the child shows symptoms of concussion the parents will be contacted immediately to collect their child.
- Should the child's condition worsen at any time after an accident, staff will immediately contact 999, before contacting parents. All details **MUST** be recorded on the accident/illness form.

More Serious Injuries

- In the event of a more serious accident, staff will ring 999.
- Then the parent/carer will be contacted immediately.
- A member of staff will remain with the child offering first aid treatment and reassurance until the ambulance arrives.
- If a child then requires hospital treatment, a senior member of staff or the child's key person will accompany the child in the ambulance and wait for the parent/carer to arrive; under no circumstance can a staff member sign a consent form of any treatment to be given. The member of staff will take the child's emergency information, the accident sheet and any medication the child is taking, along with the child's personal belongings, for example nappies, comforter if appropriate.
- An accident that falls into the category of reportable accidents, under the 'RIDDOR' guidelines, will be reported to the Incident Contact Centre (Tel. 0845 300 9923) or the Local Authority Environmental Health Department (Tel. 01902 551155).
- Some serious incidents must be reported to Ofsted (Tel: **0300 123 1231**) within 14 days. In certain circumstances the local authority designated officer may also need to be contacted. Serious injuries which must be reported to Ofsted include:
 - broken bones or a fracture
 - loss of consciousness
 - pain that is not relieved by simple pain killers
 - acute confused state
 - persistent, severe chest pain or breathing difficulties

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- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye
- any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- where a child needs to go to an accident and emergency department of a hospital (and requires hospitalisation for more than 24 hours), either directly from the provision or later, as the result of something that happened while the child was in the provider's care

Accidents at home

Existing injuries must be recorded on the accident at home forms if a child comes in to the setting with an injury. Parents will be asked for the date, time and explanation of the injury. Should this raise a concern a child concern form should be completed and safeguarding procedures followed.

Untreated injuries

Any untreated injuries from home must be recorded on a child concern form.