



Nursery Strategic Leader & Nominated Individual Mrs E Williams BEd. Hons NPQH
Nursery Manager: Miss C Bates

Initial Policy date		Next scheduled review	May 2025
Governor approved	May 2024	Key person/people	NI / Nursery Manager/ Senior Site & Facilities Strategic Lead
Model Policy	No	Model localised	No

Statement of Intent - Accidents and First Aid

1. Introduction. At Rotherly Day Nursery we aim to always protect children. 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.

2. Accidents. Location of accident files: Individual Child Files and/or recorded on Family Database

- The person responsible for reporting accidents, incidents or near misses is the colleague who saw the incident 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 or Senior in Charge. Other colleagues 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 must be shown the Accident Report, 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, reportable accidents and near misses to Senior Site & Facilities Strategic Lead (or Site Manager in their absence) for investigation for further action to be taken (i.e. a full risk assessment or report in accordance with the procedure of reporting to HCC Children Services in accordance with our Health and Safety Policy).
- As a guide the following should be reported to the Senior Site & Facilities Strategic Lead in this respect:
 - Incidents that require an employee who child to visit A&E as result of injuries sustained on site
 - Injuries because of defects with equipment or facility
 - Violence and Aggression: child on an adult, and vice versa
 - Near Miss that could have resulted in serious harm
 - Biting incidents
- The Nursery DSL/Deputy DSL will meet with The Westgate School DSL regularly to review possible concerns and issues.

- All accidents and incidents reports are available for review with The Westgate School Health and Safety Committee.
- Where medical attention is required, a senior colleague will notify the parent(s) as soon as possible whilst caring for the child appropriately.
- Parents or carers of children who are subject to any head injury whilst at nursery, will be contacted via Family app or by telephone and informed of the incident, and medical treatment given if any, as soon as is possible following the incident.
- 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.

Organisation	Contact
Ofsted	0300 123 4666
Local authority children's social care team	Winchester County Council: 01962 876364
Local authority environmental health department	Winchester City Council: 01962 840 222
Health and Safety Executive	Via Site Manager or HSE: 0300 790 6787
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

3. Head injuries. If a child has a head injury in the setting, then we will follow the following procedure:

- Calm 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 the skin is broken, then we will follow our first aid training and stem the bleeding
- Inform parent/guardian of head injury via Family or/and
- Call the parent/carer and make them aware of the injury
- Complete the accident form
- 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.

4. Transporting children to hospital procedure. The nursery manager/senior colleague must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
 - Provide information to the Site Team for them to escort the ambulance
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital

- Arrange for the most appropriate nursery colleague to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy colleagues if necessary to ensure there is adequate colleagues' deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team 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. Colleagues may also require additional support following the accident.
- If an ambulance is not required and the child requires to attend A&E the Parent/Carer is to be called.

5. First aid. The first aid boxes are located in: Nursery office, Nursery kitchen, Rainbow room, Caterpillar room, Butterfly room and Outing rucksacks. These are to be accessible at all times with appropriate content for use with children (first aid contents checklist will refer).

To ensure appropriate supplies, Nursery colleagues must report use of first aid equipment/supplies and replace after use.

The appointed person responsible for first aid checks the contents of the boxes regularly at least bi-annually and replaces items that have been used or are out of date.

The defibrillator is kept within the schools main reception. If this is required an urgent call is to be made to the Site Team.

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.

All Rotherly Day Nursery colleagues are trained in paediatric first aid and this training is updated every three years.

All first aid trained colleagues are listed in every room. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one colleague who is trained in paediatric first aid. A first aid box is taken on all outings.

6. Food Safety and play. Children are supervised during meal times 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. These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

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

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.

7. Personal protective equipment (PPE). The nursery provides colleagues with PPE according to the need of the task or activity. Colleagues must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for

domestic tasks. Colleagues are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

8. Dealing with blood. We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any colleague 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.
- Nursery employees are to ensure that PPE, and sanitising wipes etc. are to be disposed of safely via the medical waste bins provided.

9. Needle punctures and sharps injury. We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that colleagues must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any colleague dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found this is to be disposed of via our sharps bin ensuring PPE is worn. This must also be recorded via our health and safety reporting procedures.

10. Summary. At Rotherly Day Nursery we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all colleagues which reflects best practice and is in line with The Westgate School policies and current health and safety legislation.

11. Linked policies and procedures.

- Rotherly Day Nursery Health and Safety policy
- Support children with medical conditions