ACCIDENT REPORTING

*****

POLICY

AND

PROCEDURES

<table>
<thead>
<tr>
<th>Updates</th>
<th>Who Updated</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>April annually</td>
<td>Bridget, Lorraine, Staff</td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>MINOR ACCIDENTS - PROCEDURE</td>
<td>3</td>
</tr>
<tr>
<td>MAJOR ACCIDENTS - PROCEDURE</td>
<td>3</td>
</tr>
<tr>
<td>TRANSPORTING CHILDREN TO HOSPITAL PROCEDURE</td>
<td>4</td>
</tr>
<tr>
<td>FIRST AID</td>
<td>4</td>
</tr>
<tr>
<td>DEALING WITH BLOOD</td>
<td>4</td>
</tr>
<tr>
<td>NEEDLE PUNCTURE AND SHARPS INJURY</td>
<td>4</td>
</tr>
</tbody>
</table>
INTRODUCTION

Accidents 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 - PROCEDURE

- At all times staff must wear protective clothing. Blue disposable gloves and white aprons must be kept in the rooms for cleaning up all bodily fluids.
- Staff will assess the situation and if necessary contact a first aider and the nursery manager.
- The injury will be then treated, most minor accidents will be treated by using a cold compress and by giving the child cuddles.
- Inform the parents/carers if necessary.
- Record the accident in the playrooms accident book for parents to sign at the end of each day and shown to the manager.
- If the child has a minor head injury we will complete a head injury form and monitor the child every 10 minutes for an hour or two depending on the injury.
- Parents need to sign the form and this is kept in the child’s file in the office.
- All head injuries should be reported to the manager.

MAJOR ACCIDENTS - PROCEDURE

- If the child is able to be moved, the child should be taken to a calm, quiet room. The manager/deputy manager should be informed.
- The first aider and manager will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for their parent/carer to come.
- The child’s key person and a first aider will stay with the child to comfort and reassure them, whilst waiting for the ambulance or the parents/carers to come.
- If the child needs to go to hospital straight away, the ambulance should be called.
- Parents/carers will be contacted immediately and arrangements will be made to meet them at the hospital.
- The manager/deputy manager and the child’s key person will accompany the child to hospital.
- The child’s contact card, consent forms and comforters must be taken to the hospital.
- The accident will be recorded in the nurseries accident book and our emergency procedures form completed, this will be signed by the parent/carer and manager.
- All staff and children who are left in the nursery after the accident need to be comforted and reassured of the accident that has taken place. In some cases we may need to inform all of the children’s parents/carers.
- The manager/deputy manager will inform Ofsted of any major accidents that occur in the nursery and if the child has to go to hospital.
- We will inform Ofsted if a parent doesn’t take their child to hospital after an accident that has occurred in the nursery.
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, contact the parent and arrange to meet them at the hospital.
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child’s comforter. A member of the management team must also be informed 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.

FIRST AID

- The first aid boxes are located in all major areas and playrooms.
- These are accessible at all times with appropriate content for use with children.
- Emergency first aid procedures are located in the office.
- *All/*most of the staff are trained in paediatric first aid and this training will be updated every three years to ensure this remains current.
- All first aid trained staff are listed in each room. 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 and who carries an appropriate first aid box 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.
- 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.
- 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 on-going training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.