

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills At least one person who has a current paediatric first aid certificate is always on the premises when children are present and must accompany children on outings.

Health: The provider must ensure there is always a first aid box accessible with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.

Accidents and incidents

The policy statement

It is our aim at Gilderdale nursery to ensure the safety, health and welfare of staff and children in the setting. We will follow legislation and guidelines to ensure a smooth operation in the event of any accident. We understand that accidents may occur, we follow this policy to ensure that all parties involved are supported correctly and receive the care they need. After an accident or incident, a risk assessment will take place to minimise and risk or a repeat situation, if applicable,

Procedures

- At least one member of staff working daily will be fully trained in first aid and paediatric first aid.
- All staff will read and understand the policy and procedures in the event of an accident of a child or a member of staff.
- All staff must report any accidents and incidents to the manager.
- Staff will assess the accident and deal with it efficiently and safely.
- A first aid kit will be supplied in the main nursery room, in the kitchen, and in the office area.
- The first aid kits must be regularly assessed to ensure they are suitably stocked.
- The first aid kits will be in a safe and accessible place.
- When dealing with blood, staff must wear the correct PPE; gloves and aprons, these will be provided in the first aid kit and in the bathroom and nappy changing areas.
- A supply of cold compresses will be kept in the fridge/ freezer in the kitchen as well as some in the outdoor first aid kit which will be disposable.
- When in the outdoors, portable first aid kits will be provided for at least 1 member of staff. These must be worn when in the outdoor area for quick and safe first aid in the vast area we have.
- Walky talkies will be provided for those in the outdoor area to ensure communication to other staff and to call for help if required.
- The person responsible for reporting accidents, incidents or near misses is the member of staff 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. 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 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. A phone call may also be made to parents.

- The nursery manager will report serious accidents 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 File will be kept for at least 21 years and three months.
- 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.
- Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident.

In the case of an accident on the premises:

- In the case of a minor accident in the setting, a first aid trained staff member will deal with the injury.
- Cold compress and wipes will be used as standard treatment.
- The witnesses to the accident and the member of staff must record what happened, providing signatory.
- The staff must allow the child time to calm down, offering care, cuddles and if applicable their comforters.
- The staff will assess whether they need to make a phone call to parents if the child's injury is concerning to get clarification on the next process. IE; whether they want to collect early.
- Parents will be informed on pick up, where the staff will explain what happened, who and how it was dealt with. They must provide a signature on the form, paper form or virtual.
- If an accident occurs where a child's injury requires external first aid then a phone call to parents will happen immediately, explaining the situation. They can collect the child if the injury does not require an emergency response, IE an ambulance.
- If an ambulance is needed to take the child to hospital, parents will be contacted immediately to inform them where the child is being taken and arrangements will be made to meet there.
- Parents will sign a consent form allowing staff to take the child to hospital if applicable and safe to do so.
- All actions in an accident must be recorded, in the case of a hospital admittance. All parties will be required to write a full statement.
- All major accidents will be recorded and the appropriate authority will be informed following the correct procedures.

In the event of an incident:

- In the event of an incident at Gilderdale nursery we will follow this policy and procedures
- A first aid trained staff member will provide basic first aid.
- The manager or a senior member of staff must be informed immediately when dealing with an incident.
- Remain calm. 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.
- If an ambulance is required, it must be called immediately. Parents should be informed of this and arrangements to meet at the hospital should be made.

- A member of staff will support the child, taking the correct forms, a mobile, the child's belongings any medication and their comforters.
- All information about the incident will be recorded.
- All staff who witnessed will be required to write a formal statement.
- All parties involved will be required to write a formal statement.
- Photos of the incident site and injuries that occurred will be taken.
- Forms will need to be signed by the parents and management after the event.
- The nursery manager will inform the relevant authorities of any major incident.
- New risk assessments will take place after the incident, ensuring that all risks and hazards are dealt with. Minimising another incident occurring.
- All staff will be involved in a reflection meeting, where the steps and process are reviewed, discussed and changed if necessary.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

This policy was adopted by _____
 On _____
 Date to be reviewed _____
 Signed on behalf of provider _____
 Name of signatory _____
 Role of signatory _____