



Accidents and First Aid Policy and Procedure

**STATEMENT OF INTENT**

Orchard Day Nursery believes that the health and safety of children is of paramount importance. We make our nursery a safe and healthy place for children, parents, staff and volunteers.

**AIM**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

It is difficult to draw the line between keeping children safe from harm and allowing them to explore, grow and develop. Sometimes a scraped knee or a tumble can be a useful part of the learning experience. However, the prime objective of the nursery staff is to act as carers and they must be vigilant at all times.

All staff at Orchard Day Nursery are committed to providing an excellent standard of cleanliness and hygiene whilst maintaining a high standard of care for all children in our setting.

**METHODS**

**ACCIDENTS AND FIRST AID**

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children, approved by Dorset County Council and consistent with guidance set out in the Practice Guidance for the Early Years Foundation Stage. In addition, we aim to keep a first aid box in each room, with all medicine kept in a lockable cabinet located in the staff bathroom. Any emergency medication for children attending the nursery must be kept in the child's room with the first aid box.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is checked by the designated first aid co-ordinator and records this in the first aid file.
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of admission to the nursery, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Sheets:

- are kept safely and accessibly;
- all staff and volunteers know where they are kept and how to complete them;
- are reviewed regularly to identify any potential or actual hazards.
- Reviews are recorded on a data analysis sheet

Ofsted would be notified of any serious accident, illness or injury to, or death of any child whilst in our care, and of the action taken in respect of it.

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The local social care and health office would be notified of any serious accident, illness or injury to, or death of any child whilst in our care, and of the action taken in respect of it.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital;
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

#### 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.

#### INFORMING PARENTS

It is the policy of Orchard Day Nursery to telephone parents following a head injury to their child. This is a courtesy call to inform parents of the accident, which may have caused a lump / bruise, this can lessen the shock which sometimes occurs when parents collect their child following such bumps. This call also informs parents that their child is being observed following the accident, and gives them the opportunity, if possible, to come and assess them for themselves or seek medical opinion if it is felt necessary. It may be the case that the nursery seeks medical support and requests that the parent meets them at the appropriate medical facilities. This call also ensures the parents are aware of such injury in case the child is collected by someone other than the parent.

Parents / authorised collector's are required to sign the accident record sheet upon collection of the child.

A copy of the accident form and a 'head injury advice slip' is also offered to parents / authorised collector following a head injury, in case medical attention is required after leaving the care of the nursery.

#### SAFETY OF ADULTS

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- Adults are advised of correct manual handling procedures.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.

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- The sickness of staff and their involvement in accidents is recorded. The records are reviewed regularly to identify any issues which need to be addressed.

#### **SAFEGUARDING STAFF PROCEDURES:**

- If they feel uncomfortable when administering first aid they must tell or take a colleague with them.
- They must always share information or concerns within nursery unless specifically told not to by a senior member of the management team or Ofsted.
- They must never put them self in a vulnerable position by isolating them self; i.e. leave door to children's toilet area open.
- **Students / Placements must never be allowed to administer First Aid or to be left unsupervised.**
- Management will ensure that there are always 2 members of staff within the nursery.
- Under no circumstances should staff be left alone by their colleagues in the nursery.
- Always ensure that recordable information on for example: Accident records, Incident records, Children and staff registers are accurate and recorded at the time of the event. Staff must ensure that all accidents/incidents are appropriately communicated to parents (either by phone or during collection times).
- **Make sure that we always record any noticeable injuries on a child through an accident form and follow up with the child's parent about how these occurred. This should be monitored and the nursery management team are informed if concerns are identified.**
- Make sure all Students / Placements are supervised and aware of vulnerable positions that they may find themselves in.
- It is everyone's responsibility to protect themselves from allegation or suspicion by being aware of potential vulnerable situations that may occur by following the guidance provided and making sure you are up to date with all Policies and Procedures on a regular basis. All new policies will be discussed at staff meetings.

#### **ORCHARD EXPLORERS/AFER SCHOOL CLUB**

It is essential Explorers staff are aware of any head injuries which may have occurred during the school day, to allow them to continue observational care of the child. In order to ensure this, Explorers staff will be informed of any head injuries by the school office staff when they sign in each day. Further details of the injury are placed in the child's book bag for parent's information by the school. Explorers staff can also refer to this information if necessary.

#### **POLICY STATEMENT**

Orchard Day Nursery undertakes to ensure that all aspects of the nursery policies and procedures are kept under review and that they operate in a non-discriminatory manner.

All nursery policies and procedures are written in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework. Whilst individual policies link directly to the EYFS all policies and procedures interlink with all areas of the EYFS. The Learning and Development theme runs throughout all of our practices due to our Learning through Play ethos.

The management will ensure that any changes to this policy will be communicated to all employees.

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The management will ensure that all staff, parents, carers, voluntary workers and others are fully aware of the channels through which they lodge complaints and appeals on all matters.

We also will endeavour to ensure that all staff practices remain in line with the current best practice.

Original copy written:	December 2009	
Date of review:	December 2015 Y/N	Changes made
Written by:	<i>A. Clayton</i>	
Checked and agreed by:	<i>D. Appleby</i>	
Date adopted:	May 2012	
Date of next review:	January 2017	

#### APPENDIX i

Designated member of staff responsible for maintaining first aid kits: Miss. Hannah McMullen

#### APPENDIX ii

#### USEFUL NUMBERS

In an Emergency contact 999 or 112

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### Accidents and First Aid Policy and Procedure

**Social Care and Health Office - (Children's Duty Social Worker)**

Local Office - Ferndown, Penny's Walk, Ferndown, Dorset. BH22 9JY

Open between: 8.40 - 5.20 Mon - Thurs

8.40 - 4.00 Friday

TEL: 01202 877445

FAX: 01202 876604

**RIDDOR**

TEL: 0845 300 99 23

<http://www.hse.gov.uk/riddor/>

**OFSTED**

National Business Unit, Royal Exchange Buildings, St. Ann's Square, Manchester, M2 7LA

TEL: 0300 123 1231

**Childcare Support Service**

**Dorset Early Years & Childcare Service**

TEL: 0845 070 1007

TEL: 01305 228450