

# Accidents and First Aid

## First aid kits

First aid kits are accessible at all times with appropriate content for use with children. Staff will take the outings first aid kit in their rucksacks when going out. First aid kits are checked and audited regularly by the Management Team.

First aid kits are located:

St Peter's

- The Fold
- The Paddock
- The Meadow

New Road

- The Orchard
- The Woodland.

## Accident Policy and Procedure

Accidents can be very distressing for anyone involved so at Grass Roots 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.

- All staff are responsible for reporting accidents, incidents or near misses that they witness through the Family app and/or to the management team.
- Only staff with current first aid certificates must deal with accidents that require any first aid treatment. All staff dealing with any treatment needed of minor ailments and cuts, bruises, burns and stings will do so in line with their first aid training. If staff have any questions or concerns they must contact the Management Team immediately.
- At Grass Roots we ensure that all staff have a current first aid certificate where possible. At least one member of staff in each room will hold a current first aid certificate. Staff must record any accidents on the individual child's Family account and report it to the nursery manager. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- Parent/carer(s) will be sent the accident form on Family, this will inform them of any first aid treatment given and staff must ensure that the parent/carer has seen the notification online and should be available to discuss the details with them when they collect their child.
- Where medical attention is required, a senior member of staff will notify the parent/carer as soon as possible whilst caring for the child appropriately.
- If the accident is severe, a member of the management team must be informed immediately and call for an ambulance. DO NOT attempt to transport the injured child in your own vehicle.
- Whilst waiting for the ambulance, contact the parents/carers and arrange to meet them at the hospital. A senior member of staff must accompany the child and collect together a device with access to registration forms and relevant medication information, any medication and the child's comforter.
- All staff, volunteers or students must remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.
- Where medical treatment is required the nursery manager will also inform the insurance company in writing.
- The nursery manager will report any accidents of a serious nature to Calderdale Local Authority at [giso@calderdale.gov.uk](mailto:giso@calderdale.gov.uk) and to Ofsted and/or RIDDOR where necessary. (See Appendix 1)

- The nursery management team will review the relevant risk assessments within 14 day of an accident of a serious nature.
- Accident forms will be reviewed termly to review any trends and make provision to address these where needed.
- Risk assessments are also reviewed at least termly.
- The accident records will be kept for at least 21 years and three months.

### **Managing cuts, bites and nose bleeds**

Staff should be aware of how to manage situations such as cuts, bites and bleeds according to this policy.

Cuts should be cleaned gently and covered with appropriate dressing if needed.

If a bite does not break the skin:

- Clean with soap and water.
- Fill out an accident form.

If a bite breaks the skin:

- Clean immediately with running water.
- Fill out an accident form.
- Seek medical advice as soon as possible (on the same day):
  - to treat potential infection
  - to protect against hepatitis B
  - for reassurance about HIV

If a child has a nose bleed they should be encouraged to sit in a comfortable position with their heads tilted downwards and given cloth/tissue to hold against their nose. They should also be encouraged to gently pinch their nose just below the bone. Young children may need assistance with pinching their nose and with holding the cloth/tissue to their nose.

### **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 and sterilising fluid.

*\*Also see Health and Safety policy*

### **Personal Protective Equipment (PPE)**

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids.

PPE is also provided for the handling of chemicals and other tasks and is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

### **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 wellbeing 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 ongoing training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

**This policy will be reviewed by management annually, who are responsible for ensuring the dissemination of this policy to all staff, volunteers and parents.**

## Appendix 1

We define serious injuries as:

- any injury that requires resuscitation or admittance to hospital for more than 24 hours
- broken bones, a fracture or dislocation of any major joint
- any loss of consciousness, severe breathing difficulties or asphyxia
- loss of sight (temporary or permanent), any penetrating injury to the eye, any chemical or hot metal burn to the eye
- any injury leading to hypothermia or heat-induced illness
- any injury or medical treatment arising from absorption of any substance by inhalation, ingestion or through the skin
- any injury or medical treatment resulting from an electric shock or electrical burn any injury or medical treatment where there is reason to believe that this resulted from exposure to harmful substance, a biological agent, or its toxins, or infected material.

Some examples of serious injuries that must be notified to us are set out below.

- A child trips and falls in a nursery and loses consciousness due to a bang on the head.
- A child is accidentally hit hard in the chest by a football during outdoor play at an out of school club, and has persistent, severe breathing difficulties.
- A baby breaks a leg during a fall at the nursery.
- A child takes a heavy fall while running around and is taken to hospital; the child is kept in hospital for over 24 hours.

Providers are not required to inform OFSTED of minor injuries, nor of general appointments to hospital or routine treatment by a doctor, such as the child's general practitioner, that is not linked to, or is a consequence of, a serious accident or injury.

We define minor injuries as:

- sprains, strains and bruising, cuts and grazes
- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest.

Some examples of minor injuries that do not need to be notified to us are set out below.

- A child trips over their shoelaces, falls and sprains a wrist in the nursery.
- A baby, attempting to sit up, loses balance and drops face first onto the floor, cutting their lip.
- A bee stings a child while playing in the outdoor space. The child is not allergic to bee stings and does not require hospital treatment.