

## ACCIDENTS AND FIRST AID POLICY

At Storybook Montessori we protect children at all times, however we recognise that accidents or incidents may sometimes occur. We follow this policy to ensure that all parties are supported and cared for when accidents or incidents occur; and that the circumstances of the accident or incident are recorded and reviewed in order to minimise any future risks. We will always refer to the Health and Safety policy when dealing with accidents or incidents.

### Accidents

Location of accident files: **Electronic on My Montessori Child**

The person responsible for reporting accidents, incidents or near misses is the member of staff who witnessed the incident. They must record the incident on My Montessori Child's electronic Accident Form and report it to the room leader or age group leader.. Accidents should be recorded as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report when collecting the child and should be informed of any first aid treatment given. They will then be asked to sign the report. The Accident Record remains on the child's My Montessori Child record.

Where a child has suffered a bump to the head they will be monitored for at least one hour after the injury and parents will be contacted.

Accident forms are regularly reviewed to look for patterns, e.g. one child having a repeated number of accidents or a particular area in the nursery school or time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and, as a result, all necessary steps to reduce risks will be put in place.

The nursery manager will report serious accidents to the registered person for investigation and for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)). Serious accidents will be recorded on the form in appendix 1.

All Accident documents relating to children 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. The nursery manager will report any accidents of a serious nature to Ofsted within 14 days, and the Local Authority Children's Social Care Team (as the local child protection agency) when 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.

In this case, the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident

<b>Organisation</b>	<b>Contact</b>
Ofsted	<b>0300 123 1231</b>
Local Authority Children's Social Care Team	<b>01628 683150</b>
Local Authority Environmental Health Department	<b>01628 683520</b>
Health and Safety Executive	<a href="http://www.hse.gov.uk/contact/index.htm">http://www.hse.gov.uk/contact/index.htm</a>
RIDDOR report form	<a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a>

### **Transporting children to hospital procedure**

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. They must **NOT** attempt to transport a sick or injured child in any other vehicle.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration and consent for medical treatment forms, medication sheets, any medication and the child's comforter.
- Redeploy staff if necessary to ensure there are adequate numbers of staff available to care for the remaining children. This may mean temporarily grouping the children together and/or bringing in relief staff.
- Inform the manager, deputy manager and proprietor 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. Staff may also require additional support following the accident.

### **First aid**

First aid boxes are located in: Snug 1; Snug 2; Village Green; Kitchen; Staff room and Reception.

These are accessible at all times with appropriate content for use with children.

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

The staff first aid box is kept in the Staff Room. This is kept out of reach of the children.

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. A supply of child paracetamol (calpol) is kept on reception for emergency usage, however no other medical items should be kept.

Whenever First Aid is given, actions taken must be recorded on the accident form, and parents informed on the same day or as soon as practicable afterwards.

**Appointed first aiders (both paediatric first aid and first aid at work) are identified on the Key Roles list. Please consult the HR notice board in the staff room for the current version.**

All teaching staff are qualified in paediatric first aid. Any new staff will complete the training within 3 months of joining.

When children are taken on an outing away from the nursery school, staff must always ensure that they are accompanied by at least one member of staff who is trained in paediatric first aid. A first aid box is taken on all outings.

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

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

### **Dealing with blood**

We may not be aware that any child attending the nursery school, or any member of staff, has a condition that may be transmitted via blood. Any staff member 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 using a body spill kit (in each room/on reception). The instructions on the kit should be followed carefully in order to ensure that body fluids are disposed of safely

### **Needle puncture and sharps injury**

We recognise that injuries from needles, broken glass and sharp objects may result in blood-borne infections and therefore staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the children, visitors and employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste (see the Cleaning Contaminated Areas Policy). If a needle is found, the Local Authority must be contacted to deal with its disposal.

At Storybook Montessori we treat our responsibilities and obligations in respect of Health and Safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

# APPENDIX 1

## Serious Incident/Accident Form

Place of incident/Accident: \_\_\_\_\_

Name of child/adult involved: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Child/Parent/Staff/Visitor

### Details of Incident/Accident

**Date:**

**Time:**

### Action taken/required

### Informed

Name	Date	Time
Nursery Manager		
Nursery Director/Owner		
Family		
Ofsted		
Police		
Safeguarding Board		
Environmental Health		

**Person completing this form**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

Follow up