

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 or incidents 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 a member of the leadership team. Accidents should be recorded as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents are asked to sign the Accident Report on My Montessori Child and should be informed of any first aid treatment given. The Accident Record remains on the 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 by telephone as soon as first aid has been administered.

Accident forms are regularly reviewed by the nursery manager 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.

All Accident documents relating to children will be kept for at least 21 years and three months.

Where medical attention is required, a member of the leadership team will notify the parent(s) as soon as possible whilst caring for the child appropriately.

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

Reportable incidents

Incidents reportable to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) – will be reported without delay and documented within the required 10 days. These incidents include:

- death
- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight

- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

The nursery manager is responsible for reporting of all accidents and incidents when required.

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.

A serious accident/incident for the purpose of Ofsted reporting is defined as:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness
- any confirmed cases of coronavirus (COVID-19) in staff or children

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

Transporting children to hospital procedure

The leadership team 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 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, Village Green and kitchen

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

The nursery manager checks the contents of the boxes regularly and replaces items that have been used or are out of date. 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) and anti-histamine (ie piriton) 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