

ACCIDENT AND FIRST AID POLICY

1. PURPOSE

1.1 The purpose of this policy is to ensure that when an accident occurs in the Nursery, appropriate action is taken, and accurate information is recorded and communicated. An accident is classed as an occurrence which has resulted in an injury to one or more persons.

2. RESPONSIBILITY

2.1 It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the management team to ensure that all members of staff have knowledge of first aid and that there is always at least one member of staff on duty who has a valid first aid certificate.

2.2 It is the responsibility of the member of staff who has administered the first aid to record all details on the accident report and to ensure that it is signed by the parent/carer of the child or children involved.

2.3 All members of staff have responsibility to ensure that the manager is informed when items from the first aid box are used. A system of recording is in place to ensure that the first aid box is restocked on a regular basis.

3. IMPLEMENTATION

3.1 When creating the staff rota, the manager must ensure that at least 1 member of staff on duty is trained and has a valid first aid certificate.

3.2 It must be displayed on the notice board who the first aider on duty is, and where the first aid box is situated.

3.3 The manager is to check the first aid box each month to ensure that the box is fully stocked, and all items are in date, if there are any items that need to be replaced, this must be done as soon as possible.

3.4 The manager is responsible for making sure that all medical information and emergency contact details for employees and on the children's registration documents are up to date and accurate.

3.5 When an accident occurs, it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

4. MINOR INJURIES

4.1 If the injury is minor and does not require medical assistance, the first aider should address the injury and complete an accident record, this record will be signed by the first aider and by injured adult or the parent/carer of the injured child as appropriate

4.2 If the injury is minor but requires medical assistance, the first aider will call a taxi to take the injured party to the nearest health centre. In case of a child, the child's medical information and registration form should be taken with them, at this point a member of staff at the setting should contact the parent/carer to inform them of the accident and the actions that have been taken. Upon returning to the setting, the first aider should complete the accident report and have it ready for the parent/carer to sign.

5. SERIOUS ACCIDENTS OR INJURIES

If the injury is serious and hospital treatment is required, a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent/carer of the child immediately and inform them of the accident and which hospital the child has been taken to.

6. FIRST AID

6.1 RAFA Kidz will ensure that appropriately stocked first aid kits are available at the nursery and will be accessible at all times with appropriate content for use with children.

6.2 All employees who have supervisory responsibilities for children will be trained in paediatric first aid and this training is updated every three years.

6.3 In the event of accident or injury involving an adult and in the absence of a first aider, the nursery manager, or the deputy as appropriate, will be the appointed person responsible for looking after the first-aid boxes and calling the emergency services when required.

7. RECORDING ACCIDENTS

7.1 All accidents and injuries, however minor, are to be recorded in the accident book. The accident record should include the following:

- Name of the injured party
- Date and time of the accident
- How the accident occurred
- The extent of the injury
- What treatment given, if any
- Regular monitoring

7.2 Where an accident involves a child, the child's parent/carer must sign the accident record of any incidents which have required any treatment.

8. REPORTING ACCIDENTS

- 8.1 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))
- 8.2 Where medical attention is required for a child, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately.
- 8.3 Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- 8.4 The nursery manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where 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. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

9. MONITORING ACCIDENTS

- 9.1 The nursery manager will review the accident forms at least monthly/ for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place.
- 9.2 The Accident File will be kept for at least 21 years and three months.

10. REVIEW

- 10.1 This policy will be reviewed annually, unless legislation changes that would affect the implementation of it.

Date Originated	MAY 2019	Signature
Date Reviewed		