

Accidents and First Aid Policy and Procedure

At Townsend Montessori Nurseries Limited we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

Location of accident files: [\[insert location\]](#)

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to attend to the child where there are no witnesses. They must record it on an Accident Form and report it to the Room leader and Nursery Manager. Other staff who have witnessed the accident must also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child. Courtesy telephone calls will also be made to the parents/carer for accidents such as bump to the head, bite marks, injuries to the face.
- The nurseries Health and Safety Officer reviews the accident forms 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 Health and Safety Officer and all necessary steps to reduce risks are put in place
- The Nursery Manager will report serious accidents 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))
- The Accident File 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 Registered Provider will report any accidents of a serious nature to Ofsted (notification must be made as soon as is reasonably practical, but in any event within fourteen days of the incident occurring) 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.

Bump to the Head Procedure

- If a child has a bump to their head (slight or serious) the parent/carer must be telephoned to be informed.
- The child must be monitored regularly and recorded on a monitoring form, which goes alongside the accident form.
- Staff will calm and comfort the child and move to a quiet area, if possible
- If the skin is not broken, we will administer a cold compress for short periods of time
- If the skin is broken, then we will follow our first aid training and stem the bleeding

- For major head injuries we will follow our first aid training.
- The child must not be allowed to sleep following the accident, without permission from the parent. If permission is given a member of staff must remain with the child.
- The child must not sleep for 2 hours if no permission is given.

Pre-existing Injuries

If a child comes into the nursery with an injury a 'pre-existing form' must be completed by the parent upon dropping the child off. As much information must be documented as possible. The form must be shared with the nurseries Designated Safeguarding Lead and placed in the child's file.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own 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 a copy of the accident form, registration forms, relevant medication sheets, medication, the child's comforter and a mobile phone.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the senior management team 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.
- If a child is taken to hospital by the parent/carer following an accident parents must be asked to contact the nursery to inform them of any treatment given

First aid

The first aid boxes are located in: [\[insert locations\]](#)

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 monthly 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. No other medical items, such as paracetamol should be kept.

We aim for all staff to be trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff



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who is trained in first aid. A first aid box is taken on all outings.

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 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 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 with disposable cloths and sterilising fluid.

Needle puncture and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At Townsend Montessori Nurseries Limited 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.

(Example of Accident Form, Monitoring and Pre-Existing Injury Form Attached)

This policy was adopted on	Date for review
20.12.19	December 2020

