



6.2 Accident/Incidents First Aid & Medicine Policy

PURPOSE(S):

Accidents no matter how small can be very distressing for anyone involved. At Little Haven Nursery this policy is in place to ensure all individuals involved are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

PROCEDURE(S):

Accident/Incident Forms: These are available with the School Nurse.

- ❖ The person responsible for reporting accidents and incidents is the members of staff who witnesses the incident. They must report it to the Nursery Nurse and she will record it in the Accident/Incident Forms. The adult or the child must be checked by the Nurse or a qualified First-Aider if necessary and the relevant form to be signed by them.
- ❖ This should be done as soon as the accident occurs, whilst the details are still clearly remembered. Parents must be given a copy of the Accident Report, informed of any first-aid treatment given and asked to sign it as soon as they collect their child. A copy of signed form must be given to the Nurse also.
- ❖ All accident forms are checked for patterns e.g. one child having repeated number of accidents, a particular area in the nursery or a particular time of the day when most of accident/incidents happens. All accidents are recorded on a weekly and monthly accident statistic spreadsheet and sent to the Nursery Manager for further reviews.
- ❖ Risk assessment will be reviewed on a daily basis to reflect any accident or incidents that may have taken place.
- ❖ The Nursery Nurse will report serious accidents to the registered person for investigation to access if further action to be taken
- ❖ Where medical attention is required, a senior member of staff will notify the parents as soon as possible whilst caring for the child appropriately. Any injury to the face or head MUST be REPORTED to the parent as soon as possible.

Transporting children to the hospital procedure:

- ❖ If the injury is severe, call for an ambulance immediately DO NOT attempt to transport the sick child in your own vehicle.
- ❖ While waiting for the ambulance, contact the parent and arrange to meet them at the hospital.



- ❖ A Senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also be informed immediately.
- ❖ Remain Calm at all times. Children who witness an accident may well be affected by it and may need lots of cuddles and reassurance.
- ❖ Staff responsible/witnessing the incident (if injury severe) may also need follow up support either the Nurse or someone from Senior Management. This should be done on the day of accident/incident once things have settled and repeated again the next as there can be delayed sometimes.

First-Aid

The first-aid boxes are located in each classroom and in the clinic. These are accessible at all times with appropriate content for the use of children.

The majority of Little Haven staff is trained in Pediatric First-Aid. This training is updated every two years to ensure this remains current.

When children are taken on an outing away from the nursery, we always ensure they are accompanied by the Nurse and at least one member of staff who is first-aid trained with the first-aid box at all times. All first-aid boxes are checked monthly.

Dealing with blood:

- ❖ Always take precautions when cleaning wounds as some conditions such as Hepatitis or HIV Virus can be transmitted through blood.
- ❖ Wear disposable gloves and wipe up any blood spillage with disposable cloths, sterilizing fluids or freshly diluted bleach (1 part diluted with 10 parts of water). Such solutions must be carefully disposed of immediately after use.
- ❖ The Nursery treats its responsibilities and obligations to respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practices, and which shall be in line with current health and safety legislation.

