

The Children's Workshop

Accidents, Injury and First Aid Policy

EYFS: 3.25, 3.50, 3.51

At the Children's Workshop 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 books: **Red and Blue Group during session time/Red & Blue Group filing cabinet out of session time.**

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the group manager. Other staff who have witnessed the accident may 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 on the same day, or as soon as reasonably practicable after
- The pre-school senior manager reviews the accident forms monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the pre-school or a particular time of the day when most accidents happen. Any patterns will be investigated by the senior manager and all necessary steps to reduce risks are put in place
- The senior manager will report serious accidents to Mrs J. Tait 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
- Where medical treatment is required the senior manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The senior manager will report any accidents of a serious nature to Ofsted and the Surrey County Council's Local Authority Child Protection Designated Officer (LADO) 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.
- We will inform RIDDOR of any accidents resulting in the death of any person, accidents resulting in specified injuries to workers or non-fatal accidents requiring hospital treatments to non-workers within 10 days of the incident.

The Children's Workshop

Organisation	Contact
Ofsted	0300 123 1231
Local Authority Designated Officer (LADO)	0300 123 1650 Option 3
Elmbridge environmental health department	01372 474750 envhealth@elmbridge.gov.uk
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

- Although parents/carers will be informed immediately should an emergency arise, it is paramount that the child and situation be assessed and some form of treatment or action taken to deal with the emergency, even if this means an ambulance being called prior to the parents.
- If the child can wait for the parent to come, the child will be made comfortable and a member of staff will stay with them until the parent/carer arrives. It will then be for the parent/carer to seek medical advice.
- Staff would 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 (if necessary) at the setting/hospital
- If the parent/carer cannot be contacted, setting staff will use the other contact numbers on the child's records. It is essential therefore that all contact information is kept up to date.
- Parents/carers will be required to give signed consent for this procedure on registering their child at the setting by completing a section on the 'Important Information' document.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- 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 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.

First aid

The first aid box is located in: [the kitchen](#)

This is accessible at all times with appropriate content for use with children.

The Children's Workshop

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

The staff first aid box is kept in the kitchen; 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.

The appointed person responsible for first aid is Helen Rowling

All of the staff are trained in paediatric first aid and this training is updated every three years.

Personal protective equipment (PPE)

The pre-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 pre-school 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, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle punctures 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 the Children's Workshop 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.

This policy was adopted on	Signed on behalf of the pre-school	Date for review
<i>Oct 2018</i>		<i>Oct 2019</i>