Anlaby Park Methodist Pre-School

Accident and First Aid Policy

Accidents can be very distressing for anyone involved. The Pre-School follows this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the Pre-School.

**Accidents**

Location of accident files: A box file in the staff cupboard.

* The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident File and report it to the manager/deputy. 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. If we are aware that a child is to be collected by an authorised person other than their parent, then the parent must be called and informed of the accident beforehand.
* Parents will be informed immediately, as soon as is safely possible, if their child has had a bump or injury to the head or face.
* Accident forms are checked half termlyfor 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 manager/deputy
* The manager/deputy will report serious accidents to the nominated 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))
* 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 manager/deputy will also inform the insurance company in writing
* **The manager/deputy will report any accidents of a serious nature to Ofsted, RIDDOR and the Local Safeguarding Children’s Board where necessary. Ofsted must be notified as soon as is reasonably practicable, but at least within 14 days. Failure to comply with this requirement is an offence**

**Transporting children to hospital procedure**

* If the injury is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle
* Whilst 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 incident may well be affected by it and may need lots of cuddles and reassurance.

**First aid**

The first aid boxes are located in: The main hall and the outside area.

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

**The appointed person(s) responsible for first aid is Dawn Sharpe**

Currently, one-hundred per cent of the staff are trained in paediatric first aid and this training will be updated every three years to ensure this remains current. There must always be at least one first-aid trained member of staff in each area where children are located (indoors/outdoors).

When children are taken on an outing away from the Pre-School, we will always **ensure** they are accompanied by at least one member of staff who is trained in first aid and who carries an appropriate first aid box at all times.

**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 the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

**Dealing with blood**

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.

The Pre-School will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

**Needle puncture and sharps injury**

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS etc, SHOULD BE TREATED AS CONTAMINATED WASTE. If a needle is found the local authority must be contacted to deal with its disposal.

**Pre-existing injuries**

It is essential that parents inform the manager/deputy manager of any pre-existing injuries or illnesses before leaving the premises at the start of the pre-school session. Pre-existing injuries must be explained and recorded. If pre-existing single or reoccurring pre-existing injuries cause staff to be concerned about the well-being of a child, the safeguarding policy will be followed. Illnesses will be evaluated by the manager/deputy manager. The illness will be checked against the Government guidelines for possible isolation information. It may be that a child should not be at pre-school with their illness due to possible infection to other children or their own well-being. If the manager/deputy manager feel that a child is too unwell to attend pre-school then are expected to ask the parent/carer to take the child home or, during the session, call them to collect their child.

The Pre-School treats its responsibilities and obligations in respect of health and safety as a priority and will provide on-going training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

**This policy was adopted on: 20th November 2022**

**Signed on behalf of the Pre-School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date for review: November 2023**