

Accidents, Incidents and Emergencies Procedure

Keeping children and oneself safe is paramount. All children, staff and parents should understand and follow these procedures in the event of an accident/incident or emergency. Everyone has a duty of care so please inform the manager of any concerns that may result in an accident or injury.

CCTV

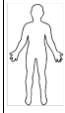
The building has 24 hour CCTV, should an accident or incident occur these camera recordings may be used as part of the investigation process. The current memory of our cameras is up to 28 days. After this time, recordings will be recorded over. Parents will need to put in writing should they want to request to see any recordings, this will only be granted if there is good reason and will be decided on a case by case situation. A log will be kept of when, why and by whom the recordings have been shared with. These logs will be kept for 5 years.

Health and Safety Officer – Christina Smith

Fire Marshall – Christina, Kirsty, Emma

Accidents and Incidents

- Parent/carers should make Tina's Tots aware in writing of any existing injuries their child has before entering the building. An assessment as to their ability to join us in nursery that day based on their symptoms or injuries may take place. The information will be recorded on an existing injuries form and logged on the overall children's log. Information may be shared with other agencies should the child be deemed to be at risk of harm. Parents will be consulted before making any referrals unless it is deemed to put the child at significant risk by doing so.
- All staff are paediatric first aid trained as soon as possible to the start of their employment or within 3 months, the member of staff witnessing the accident/incident should be the one to apply first aid to the child or adult unless directly involved in the accident/incident themselves. (This is due to shock or needing first aid themselves – time out for staff or children may be required and should be negotiated with manager).
- Staff should not apply first aid to themselves but use the workplace first aider. Records must be kept on all staff accidents within the overall staff log.
- All accidents will be recorded on an accident form on Tapestry (minor or major) with as much information as possible so that the accident can be risk assessed and parents/carers can fully understand the incident.
- Parent/carers will be required to sign the accident form on collect that day.
- Accident forms must be presented to management for signing and logging. These will be logged on the overall children's log.
- Parents will be called to discuss the accident should immediate medical attention be required, the child have a bumped head, or it be unclear as to the possible harm the children has been subjected to.
- Parents will be advice to get their child seen by a medical professional should their child have choked at nursery, come to serious harm or could have come to serious harm.
- Tina's Tots first aiders are not fully qualified medical professionals and can assist in the first point of call first aid. (Tiger Lily provide us with the paediatric first aid course, for details of the course please contact TigerLily.co.uk).

Child's Name		DOB			
Date notified injury	Place on body	Description of Accident/Injury	Reason for accident/injury provided by parents	Parent signature	Manager Signed and logged
					
Office Use Only					
Case Number					
Action to be taken	Actions to be taken by whom	Concerns/Involvement	Findings	Lead Officer Signed	
		Social services			
		Health visitor			
		SENCO			
		Funded			
		Attendance			

- Accident forms will be kept for 3 years after the child has left Tina's Tots.
- Parents should collect their child immediately if they require medical attention (Tina's Tots does have the permission of all parents to seek medical attention if required – manager/deputy manager is to retrieve information from child's personal file).
- A well-stocked, in date and readily accessible first aid kit must be on the premises at all times, it is the responsibility of all staff to make the manager aware of any low stock – the member of staff last using the first aid box will be held accountable for any missing items, therefore please report anything missing asap.
- Any items used from the first aid box should be noted on the form on the box.
- A first aid kit will be taken on visits or when walking in the local area.
- An emergency contact list will be taken on all visits; however, the manager should be informed of non-emergency incidents first and they will contact and inform parents.
- A record of children's allergies and specific requirements should be taken on all visits (on emergency contact list).
- The name of any child harming another will not be shared with the injured child's parents (in keeping with confidentiality rules)
- All accidents and/or incidents from home will be logged on the existing injuries form and logged on the overall children's log.
- RIDDOR, Ofsted and Local safeguarding board must be notified of any major illness, death, reportable diseases or dangerous occurrences.
- Tina's Tots must be provided with details of any existing injuries by parents.
- Continued training will be provided to staff to prevent and respond to accidents and incidents.
- The Health and Safety Procedure and Environment Risk Assessment will be followed to prevent accidents and incidents.
- The Health and Safety Procedure and Environment Risk Assessment will be reviewed after any accident or incident.
- First aid boxes are checked regularly to ensure all contents are present and in date.
- Minor accidents will be recorded on Tapestry, staff will then inform the room leader, then inform the manager who will add the accident to the overall children's log.

Behaviour

- Children whom physically harm others by slapping, pushing, biting etc will be disciplined by having time out in the 'naughty corner' (if age appropriate), plus a firm 'No, we don't do that'. The child is then expected to apologise at the end of their time out to the child/person involved. If the child is too young to use the word 'Sorry' then they are encouraged to stroke the arm of the other child 'kind hands'.
- Any threatening or aggressive behaviour from children, parents or staff will not be accepted and will be dealt with through correct channels: possibly outside agencies.
- Any person showing threatening or aggressive behaviour may be banned from the premises.
- Children who prove to have continuous challenging behaviour will be placed on a behaviour chart and monitored whilst at Tina's Tots. Parents will be advised to continue this at home and feed back to the key worker/manager the development at home. Further meetings/communications may be needed to ensure a similar approach at home and within this setting for the child.

In the event of an accident or incident:

1. Remain calm and install this in others.
2. Call for help – possibly from the first aider or emergency services if needed 999.
3. Assess the environment - is it safe for you to approach, safe for others around etc.
4. Remove other children from the direct area.
5. Remove any equipment if possible, that could cause further harm to child or oneself.
6. First aider to assess the injured person – follow first aid training (response, movement, injuries etc)

7. Give medical aid to any injuries that can be treated in accordance to first aid training.
8. Get the necessary medical attention for the child (arrange for ambulance).
9. Call parents, this includes other children if you are unable to attend to them due to circumstances – needing to go to the hospital with the child etc.
10. Rectify the source causing the accident/incident if possible.
11. Ensure everyone understands how to avoid such accident/incident in future – amend risk assessment if needed.

*These steps may not all take place in every situation nor in the same day.

Emergencies

- All staff, children and parents should understand the procedure for evacuation (see below), displayed on parents notice board and emailed to parents and staff.
- All escape routes and doors are to be left clear of obstruction at all times.
- Ensure firefighting equipment is easily accessible and staff are aware of how and when to use.
- All staff are responsible for getting children out of the building in emergencies.
- The fire Marshall on duty (Christina, Emma or Kirsty) is responsible for final sweep.
- Staff must weigh up risk to all children and themselves.
- Evacuation will be practiced at different times of day and in different circumstances and with different members of staff.
- Practices will be recorded (date, time, number of children, number of staff, other adults, how long it took, issues that slowed process, actions to be taken).
- All equipment should have regular checks and these checks should be recorded.
- Training for staff should be updated where necessary.
- Parents may be advised to collect their child immediately in the event of an emergency.
- Fire doors should remain unlocked throughout the day with keys easily assessable in case of a lock down.
- Fob entry and exit doors will have manual break points to ensure exit is available in all eventualities.
- Assembly point 1 – Drive Way, Assembly point 2 – Car park, Assembly point 3 – Council building across carpark (Library)

Escape/evacuation Plan

- Remain calm at all times and install this in others.
- Move all children quickly and quietly to the **nearest door**. (All windows have emergency catches to ensure it opens wide enough to get out – use a window if doors are not feasible).
- All visitors must remain with the group until they are safe to go back inside to sign out.
- Take nothing but the business phone, unless medical equipment or medicines are vital.
- Emergency leader (Manager/deputy manager) take time sheets, signing in book and emergency contact list.
- Assemble outside at either:
 - Assembly Point 1 – Low risk
 - Assembly Point 2 – Medium risk
 - Assembly point 3 – High risk
- If there is no safe way to the rear of the building, assembly children at the front in the car park opposite. An adult must remain in the road until all children are across safely.
- Take register of children, staff, visitors and parents using time sheets.
- Call emergency services (**999, 112**) if required.
- Call parents if required – parents may need to collect children immediately.
- Do not re-enter the building until instructed that it is safe to do so by Manager/deputy manager or emergency services.

If there is a suspicious person within the grounds of Tina's Tots - Lockdown

If the suspicious person is within the outdoor areas the lockdown procedure must be followed:

- Lock all doors and windows
- Call for help, manager/DSO to call 999

- Move into the centre of the room/another room if deemed unsafe.
- Close blinds
- Keep the children safe and calm
- If the manager/DSO or room leaders in their absence deem the safety of the children at further risk by staying inside they must calmly create their way to assembly point 3.

If the suspicious person is inside the building:

- Assemble in the other room if seen safe to do so (when internal doors are fitted with fob entry for example)
- Evacuation to assembly point 3 if it is deemed unsafe to stay inside.
- Manager/DSO to call for help – 999 as soon as possible.

For urgent concerns call:

Children’s social work service: 0113 2224403
 Duty & Advice: 0113 3760336
 Social care emergency team: 0113 2409536
 Emergencies: 999, 112

If a child is lost or missing:

1. The DSO/manager will contact the police -999, 112
2. The DSO/manager will contact the child’s parents.
3. The DSO and manager will review the immediate safety of all other children.
4. Inform LADO (if this was a result of staff negligence) – 0113 3789687
5. Inform Ofsted within 14 days – 0300 1231231
6. Review risk assessments.

If a child is uncollected from the session:

1. DSO/manager will call parents.
2. DSO/manager will call emergency contacts if unable to contact parents (other family member).
3. Tina’s Tots will look after the child for up to 45 minutes without successful contact with parent or emergency contacts.
4. The DSO will call children’s social care after 45 minutes if no contact with parents or emergency contacts – 0113 2224403/0113 2409536

If a child does not attend on their scheduled day:

1. The DSO will call parents to check they are ok.
2. If there is no response when calling parents, an email and text to check they are ok will be sent (text from business phone).
3. With response from parents, emergency contacts will be contacted.
4. If there is no response from parents, emergency contacts, the text and/or email by 1pm the DSO will call education safeguarding for advice – 0113 3789685
5. Dependent upon advice gained above the DSO may carry out a home visit to check they are ok.
6. If no one is home a letter saying Tina’s Tots has visited to check they are ok will be left.
7. If no response from all efforts of communication the DSO will call Education safeguarding 0113 3789685 to report.

If there is a suspicious bag

All staff are required to put their belongings in their allocated locker or with permission in the office.

All parents/carers are required to bring a small bag containing on the essentials for their child’s day: Spare clothing, nappies, wipes and creams.

All medication for children must be signed in and handed to the office.

Visitors must leave their personal belongings in the office.

Due to the rules stated above there should not be any suspicious bags around the nursery, however for us to ensure we make every effort to keep children, staff and parents’ safe managers will carefully look at, listen to and if deemed suitable by management (to keep themselves and others safe) will look inside the bag. If the responding manager deems the bag unsafe to look inside the police will be called immediately and the evacuation policy adhered to (assembly point 3).