

04 Health procedures

04.1 Accidents and emergency treatment

Person responsible for checking and stocking first aid box: Rebecca Whitley (Tattenhall) Lucy Watson (Cholmondeley)

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies in section 03 Food safety and nutrition.

- Parents consent to emergency medical treatment consent on registration.
- At least one person who has a current paediatric first aid (PFS) certificate is on the premises and available at all times when children are present, who regularly update their training; First Aid certificates are renewed at least every three years. At Sandy Bears Nursery we try to ensure all staff are Paediatric first aid trained or booked onto courses.
- All members of staff know the location of First Aid boxes, the contents of which are in line with St John's Ambulance recommendations as follows:
 - 20 individually wrapped sterile plasters (assorted sizes)
 - 2 sterile eye pads
 - 4 individually wrapped triangular bandages (preferably sterile)
 - 6 safety pins
 - 2 large, individually wrapped, sterile, un-medicated wound dressings
 - 6 medium, individually wrapped, sterile, un-medicated wound dressings
 - a pair of disposable gloves
 - adhesive tape
 - a plastic face shield (optional)
- No other item is stored in a First Aid box.
- A thermometer is kept clearly upstairs in the office.
- There is a named person in the setting who is responsible for checking and replenishing the First Aid Box contents. (Lucy Watson – Cholmondeley. Beckie Whitley – Tattenhall)
- A supply of ice packs is kept in the main kitchen fridges.
- For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded on the setting's accident Family App. Parents can access a copy of the accident form on request.

- In the event of minor injuries or accidents, parents are normally informed via the app and more detail will be shared with the parent if they wish to ask any questions when they collect their child, unless the child is unduly upset or members of staff have any concerns about the injury. If a staff member knows the parent would prefer a phone call or the injury is on the child's face (i.e. a minor graze/ scratch) a member of staff would still call or leave a message for the parent as this could be a bit of a shock to the parent at pick up and it will give them an opportunity to ask questions when the child is not present. In cases they may wish to get clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.

A parent is notified of the accident/ incident within 15 minutes by telephone. If the staff member cannot get through to either parents, they must leave a message stating what has happened in a professional and reassuring manner but clear with facts. If the child is upset and needs further comfort and another member of staff is not available to call the parent right away, the parent must be called when someone becomes available.

A parent is called BEFORE they receive a notification on the app if the accident / incident includes;

- A head bump or any BUMP above the neck.
- A head accident where first aid has been administered
- When a child has bitten or been bitten by another child
- When a child has been stung by a wasp/ bee
- If the injury is more than minor
- If a parent has requested, we call when the child has any minor accident or incident
- If the key worker recognises or the parent prefers to be made aware of these incidents

Serious accidents or injuries

- An ambulance is called for children requiring emergency treatment.
- First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, 06.10 Death of a child on site procedure is implemented and the police are called immediately.
- The registration form is taken to the hospital with the child.
- Parents or carers are contacted and informed of what has happened and where their child is being taken to.
- The setting managers arranges for a taxi to take the child and carer to hospital for further checks, if deemed to be necessary.

Recording and reporting

- In the event of a serious accident, injury, or serious illness, Laura Yates and Astone Richardson are both notified using 6.1c Confidential safeguarding incident report form as soon as possible.
- The setting's line manager (Astone Richardson) is consulted before a RIDDOR report is filed.

- If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer.
- Laura Yates is notified by the setting managers of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with Laura Yates, inform local child protection agencies of these events.

Further guidance

Accident Record (Early Years Alliance 2019)