##### Accident Policy

**The first aid boxes are kept:**

Upstairs –On top of the cupboard in the preschool

Downstairs – in the medical cupboard in the baby room above the sink

**Accident sheets** are available in the baby room. All accidents and cases of work related ill health are to be recorded on an accident/incident sheet. The details recorded include, date, time, and place of event, the name of those involved, including staff, a brief description of the nature of the accident/injury and the type of treatment given. Completed accident sheets are kept in the office to ensure confidentiality. Review of accident and injury records may be used to identify patterns or trends and can be used towards risk assessments.

Accident Sheet

Name and Address of Child

Name and Address of person reporting Accident

Location of Accident

Date and Time of Accident

Brief Description of Accident

Action Taken

Staff signature Signed Parent/Carer

Date

Witness signature

Date Date

Any other action required?

**General Procedures**

In the event of a minor accident for which no medical treatment is required, staff will administer appropriate first aid treatment. The accident will then be recorded on an accident sheet and both parents and staff must sign.

In the event of an accident which results in minor injuries for which no immediate medical treatment is required, first aid will be administered, and the incident will be reported to the nursery manager. The child’s parents will then be informed so that medical treatment can be arranged. The parents will be asked to inform the nursery of any further treatment. The accident will then be recorded on an accident sheet and again both parents and staff must sign.

In the event of a major accident for which immediate and urgent medical treatment is required an ambulance will be called immediately. The nursery manager will be informed and will make contact with parents regarding the action taken. The details of the accident will then be recorded and signed by all parties. Children who are taken to hospital in an ambulance must be accompanied by a member of staff and take their nursery registration form with details of their date of birth, allergies etc. Any medicines should also be collected and taken.

**Minor injuries are defined as**:

* cuts and grazes
* head injuries
* insect /animal bites
* minor eye injuries
* minor burns and scalds
* sprains, strains and bruising

S**erious injuries include but are not exclusive to:**

* broken/fractured bones
* pain that is not relieved by pain killers
* amputation
* dislocation or any major joint including, shoulder, knee and hip
* loss of sight ( temporary or permanent )
* injury resulting from electric shock
* acute confused state
* unconsciousness caused by asphyxia
* any other injury leading to hypothermia, unconsciousness or requiring resuscitation
* penetration/burns to eye
* medical treatment/ loss of consciousness due to absorption of any substance by inhalation, ingestion or through the skin

**What you must notify to OFSTED**

* the death of a child while on the premises or later as a result of something that happened while the child was at nursery
* the death or serious injury of any other person
* any serious injury (please refer to list above)
* where a child is admitted to hospital for more that 24 hrs either direct from the nursery or later as a result of something that had happened at the nursery
* any significant event which is likely to affect the suitability to care for children

Please remember OFSTED (**0300 123 1231)** and Somerset Direct should be informed of serious accidents/ fatalities within 14 days. Miss E Poole is also responsible for investigating and reporting accidents, diseases and dangerous occurrences to the enforcing authority ( RIDDOR)

###### It is part of nursery policy that all staff should aim to retain a current first aid certificate.

(only qualified staff are able to administer first aid)

| Name | Renewal date | booked |
| --- | --- | --- |
| Emma Poole | No 2025 |  |
| Danielle Cannon | Oct 2027 |  |
| Jayne Cousins | Nov 2025 |  |
| Emma Gilbert | Oct 2027 |  |
| Caitlin Trott | May 2026 |  |
| Chelsee Taylor |  |  |
| Cait Gordon | Feb 2026 |  |

Guidance on head injuries

If any of these symptoms are present, particularly loss of consciousness ( even for a short time) you should seek medical advice from your GP, accident and emergency or by calling NHS direct.

* lasting headache that gets worse or is still present over 6 hours. It is fine to let children go to sleep ager a slight bump to the head but you should check on them regularly and make sure that you are able to wake them up.
* extreme difficulty staying awake or still sleepy after several hours
* unequal pupil size
* unconsciousness or nausea several hours after injury
* bleeding from the scalp that cannot be stopped
* slurred speech
* difficulty seeing or double vision
* pale fluid or watery blood coming from the ears or nose
* confusion, feeling lost or dizzy or difficulty making sense when talking

Cot Death

In order to make the nursery a safe place for babies the following steps have been taken;

* The nursery has a no smoking policy
* Equipment and bedding are checked regularly to ensure good condition
* A baby monitor is used in the sleep room and sleeping babies are checked regularly

In the tragic event of a child or staff member dying whilst in nursery care the following procedures have been put into place for legal purposes and for the emotional well being of those involved.

**In the event of a death**

* assess situation for any danger to other children/staff. Children may be re grouped as necessary.
* senior first aider to administer immediate first aid
* contact ambulance by calling 999. Ambulance must be contacted before parents are contacted
* contact the manager
* the manager must contact parents immediately
* if revival is successful - monitor the child and wait for the ambulance
* if the child is taken from nursery via ambulance to hospital the environment is NOT to be cleaned or contaminated until conformation is received that the child is alive. ***The police will make further investigations if the child*** ***dies.***
* have staff record comprehensive observations of anything seen or actions taken before or after the accident.
* police in attendance will inform the nursery of any other matters that need to be addressed

**After a death**

* nursery staff will require immediate debriefing/counselling from a suitably qualified individual
* press statements are to be released only by the Proprietor. No other member of staff is to comment in any way to the media, unless otherwise directed by the owner.
* if staff are involved in the investigation and found to be negligent in any way, they will be suspended from duty until the case is settled or until further notice.
* if staff are found guilty of any offences relating to the case their employment will be terminated immediately.

• If staff wish to attend the funeral, special leave will be granted. This may result in the centre being closed for the day. Closure of the nursery will be considered on a case by case basis.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Name:** |  |  |  |
|  |  |  |  |
| **Date:** |  | **Time:** |  |
|  |  |  |  |

**Head injury form**

Whilst in our care the above child sustained a head injury. First aid staff have assessed him/her and, at this point in time, don’t believe that any further treatment or medical assessment is required.

It is normal for the child to:

|  |  |
| --- | --- |
| * feel sick | * feel lethargic |
| * have mild bruising | * have a mild headache |
| * swelling to the head | * have mild dizziness |

Your child will require observation for 48hrs from the time of injury. If they display any of the signs or symptoms below or you become concerned, please seek medical assistance from NHS Direct, your GP, attend an Emergency Department or in case of emergency dial 999.

|  |  |
| --- | --- |
| * unrousable | * seizures |
| * speech problems | * visual problems |
| * balance problems | * weakness in an arm or leg |
| * memory loss | * Nausea |
| * Increasing drowsiness | * loss of hearing |
| * Confusion | * bruising behind ears |
| * worsening headache | * repeated vomiting |
| * unusual behaviour | * bleeding or fluid from an ear or nose |

This policy may be used in conjunction with other policies such as illness or emergency.

**Reviewed first aid sept 2021**

**Reviewed March 2022**

**Reviewed Oct 2024**