

Health Accident and first aid policy

At Twinkle Toes Nursery we aim to always protect children. 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.

Procedures

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 (blossom app) and report it to the nursery manager. It states on the nursery enrolment form that when a parent enrolls their child in our nursery and they have signed their enrolment form, they have given permission for their child to be treated for minor injuries by a nursery practitioner who is a qualified first aider.

Other staffs that 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. Practitioners are aware of the need to contact a member of the senior management team whenever an accident occurs; a decision is then made, depending on the child's injury, whether to notify the parents straight away or when they collect their child.

The nursery manager reviews the accident forms weekly to look for any patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place.

The nursery manager will report serious accidents to the registered 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)

We will:

- Keep accident files 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 nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The nursery manager will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), 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.

Ofsted	0300 123 1231
Newham's multi-agency safeguarding hubs (MASH)	0203 373 4600
Newham's safeguarding (LADO)	0203 373 3803
Riddor report form	https://www.hse.gov.uk/riddor/report.htm

Children's Accidents

If a child arrives at nursery with a pre-nursery injury, then the staff will make a record (incident from home book) and contact the parents to ask what had happen. The nursery manager will monitor incident/injury records on a regular basis-taking note of the repeated number of accidents/incidents, who the child was with and how the person caring dealt with the injury for the child at the time.

Head injuries

If a child has a head injury in the setting, then we will follow the following procedure:

- Calm the child.
- Assess the child's condition to see if a hospital or ambulance is required. We will follow our procedure for this if it is required (see below).
- If the skin is not broken, we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child.
- If the skin is broken, then we will follow our first aid training and tame the bleeding.
- Call the parent and make them aware of the injury.
- Complete an accident form.
- For major head injuries, we will follow our first aid training.

If the child has suffered a head injury and it has been agreed with the parent that the child does not need to be sent home, the child will be monitored closely for any signs of concussion. A head injury form will be given to parents that state the symptoms to look out for in case the child's concussion develops whilst at home.

If a child needs to go to the hospital, a senior member of the management team will make every effort to contact the parents. If the parents cannot be contacted on any of the phone numbers provided, the senior management member will take the child to the hospital along with their enrolment forms for information whilst another nursery practitioner continues trying to contact the parents.

Transporting children to hospital procedure

The nursery manager/staff member must:

- 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 at the hospital.
- 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 placement to care for the remaining children. (This may mean temporarily grouping the children together.)
- Inform a member of the management team immediately.
- Always remain calm. 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 boxes are in:

- Each of the playrooms, office, and kitchen (cupboards labelled).

These are always accessible with appropriate content for use with children. The appointed person responsible for first aid checks the contents of the boxes regularly. 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. No other medical items, such as paracetamol should be kept in them.

Qualified First Aiders

The appointed person(s) responsible for first aid is Sumaya Ahmed (Nursery Manager) or in her absence Denise Fossati (Deputy Manager), Hasina Begum (practitioner), Amna Ahmed (practitioner) Saba Naureen (practitioner) and Paula Ala (Baby room leader), Safiyah Imran (Toddler room leader), Jahida Hoque (Practitioner).

All childcare staff is trained in paediatric first aid and this training is updated every three years. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

Personal protective equipment (PPE)

The nursery 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. Staffs are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an on-going basis.

Dealing with blood

We may not be aware that any child attending the nursery 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.

Staff, Visitors and Volunteer Accidents

Our accident book: - is kept in a safe and secure place in the nursery office; - is accessible to all our staff who all know how to complete it; and - is reviewed at least half termly to identify any potential or actual hazards.

Reporting accidents and incidents

The nursery will notify Ofsted as soon as possible, but at least within 14 days, of any instances, which involve:

- Food poisoning affecting two or more children looked after on our premises.
- A serious accident or injury to, or serious illness of, a child in our care and the action we will take in response; and
- The death of a child in our care

Storage of Accident Forms

All accident forms are completed online via the blossom app. At the end of the day, the iPad's are locked in a secure cupboard.

Policy reviewed by: Sumaya Ahmed (Manager)

Date: October 2023

Next review: October 2024