

Accidents and First Aid Policy & Procedure

Date: September 2018

Review Date: October 2019

At least one member of staff with current Paediatric First Aid will be on the premises or on an outing at any one time. Paediatric First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local Authority. The Appointed First Aider for nursery will be Michelle Bartlett.

Accidents and Incidents

In order to deal with accidents and incidents we will ensure that:

- The first aid kit is clearly marked and is easily accessible to adults and out of reach of children.
- First aid kits are located within each of the nursery rooms and in the Manager's office.
- The first aid kit will be checked and re-stocked by the Appointed First Aider on a regular basis.
- Staff members are aware of the location of the first aid kit, accident/incident log and the procedure for reporting.
- Parents/carers have signed the appropriate consent forms on their child's registration to the setting for First Aid to be administered to their child.
- Medical advice/assistance is sought (GP or Hospital) where necessary. If hospitalisation is required a member of the management team will accompany the child in the ambulance if necessary whilst the parents/guardians are on route, or if contact with the parents/guardians cannot be made. In this eventuality another member of staff will keep trying to establish contact.
- Accident/ Incident logs will be kept in the children's individual personal files that are stored in the Manager's office.

Accident and Incident logs are recorded down and monitored monthly.

- The accident/ incident/ head injury logs are to be completed as required with children's details, the date, time and an accurate description of the accident/ incident. It should also have details of first aid treatment administered and signatures by a member of staff, a witness and by a member of the management team. Parents/ carers will be informed either as soon as possible by phone or at the end of the session dependant on the nature of the accident/incident. On collection of the child the parent/ carer will be asked to sign the first aid log on the same day the accident has occurred.

Head Injuries:

If a child or adult has a head injury whilst in the nursery, the correct first aid procedures will be followed, and if a child, the manager on duty and the parent/ carer will be informed immediately. A head injury report will be completed on the designated form. The person's wellbeing will be checked every 10 minutes for the 1st hour, every 20 minutes for the 2nd hour and will be recorded down. The person collecting the child will be given a copy of this record and the injury report **before leaving the building** in case of later hospitalisation. The original record of injury will be kept in the child's file at nursery.

Incoming Injuries:

As a setting we also need to record injuries that have been sustained off the premises. These types of injuries are classed as incoming injuries and have a separate form for these to be documented on. This will be completed on the first day that the child arrives at the setting with a new injury and will be carried out with the parent. If there are safeguarding concerns relating to this injury then the child protection policy and procedure will be followed.

Emergency Procedure:

- Assess the situation: Secure area and injured individual from dangers and other people.
- Treat injury: Perform any First Aid necessary.
- Call for assistance: Contact doctor or Ambulance Services in an emergency.
- Contact parents if necessary:
- Complete accident log and ensure it is signed by relevant individuals (if the injury is to the head then a copy of the form must be given to the parents/ carers).
- After a serious accident/ Incident all staff and witnesses involved must document everything immediately.

Management Signature:

Date:

