

Bright Sparks Private Day Nursery

Accident and Incident Policy

At Bright Sparks we aim to protect children at all times. 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.

Accidents

Location of accident books: individual Unit trays, accessible by asking Team Leaders.

- We follow Public Health England's guidance Preventing Unintentional Injuries: A Guide For All Staff Working With Children Under Five Years: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/595017/Preventing_unintentional_injuries_guide.pdf which highlights the most common safety issues likely to result in unintentional accidents and solutions to try to prevent these common accidents
- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident or was first to find the child where there are no witnesses. They must record it in the Accident Book and report it to a senior member of staff. Other staff who 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 Book, informed of any first aid treatment given and asked to sign it as soon as they collect their child.
- Any child presenting with an injury or mark to the face, head or eye, regardless of whether this is considered to be minor shall report to the Manager and the child's parents will be contacted. The Manager will provide a full description of the injury sustained and how it happened and will advise as to the best course of action. Where there is doubt about the severity of the injury or the impact on the child, parents must collect their children and seek medical advice. This procedure applies to all face, eye and head injuries that have taken place in the setting or elsewhere without satisfactory explanation.
- Accident books are checked quarterly for 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 Officer-in-Charge and all necessary steps to reduce risks are put in place.
- The Officer-in-Charge will report serious accidents to the registered person for investigation for further action to be taken i.e. a full risk assessment and/or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) see www.hse.gov.uk/riddor/report.htm
- The Accident Books will be kept for at least 21 years and 3 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 Principal will follow the insurance company procedures which may involve informing them in writing of the accident
- Laura Gapski will inform OFSTED (0300 1231231) of any serious accident, illness or injury to or death of any child whilst in our care and action taken within 14 days of the incident

- Laura Gapski will also inform Nottinghamshire Safeguarding Children's Board on 01159773935 of any serious accident, illness or injury to or death of, any child whilst in our care, and will act on any advice given. We may also contact our Environmental Health Department on 01623 463189 or the HSE on 0345 300 9923.

Transporting children to hospital procedure

- If the injury is severe, we would call for an ambulance immediately. The call shall be made by the Proprietor, Officer in Charge or a person delegated by them. Details of the age of the child, the nature of the injury, current symptoms and the location of the Nursery must be given to the emergency services, who should be asked to provide an estimated time of arrival. The parent would be contacted and told to meet the staff at the hospital.
- A senior member of staff must accompany the child in the ambulance or vehicle and collect together registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.
- If a member of staff had a serious accident at work an ambulance would be called or another member of staff would take them to hospital

First aid

- The first aid box is located in: The Office
- Emergency first aid procedures are located in: In the First Aid box
- At least one member of staff with current first aid training will be on duty at all times. All newly qualified staff who have completed a level 2 and/or level 3 qualification must also have either a full Paediatric First Aid (PFA) or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting.
- 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 and who carries an appropriate first aid box at all times

Incidents

- If a member of staff has to support a child physically or restrain them e.g. if a child is choking or intending to harm themselves, another person or cause serious damage to property, the incident is recorded fully, a witness sought and parents are informed upon collection and asked to acknowledge that the account has been relayed to them

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 the handling of chemicals and other domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

Dealing with blood

- 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.
- The nursery will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

Needle Punctures and Sharps Injury

- Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, all needles, broken glass etc. should be treated as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.
- The nursery treats its responsibilities and obligations in respect of health and safety as a priority and will provide on-going training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

Updated by Frankie Wood January 2017

Review date: January 2018