

# CRADLEY NURSERY

# ACCIDENT/INCIDENT POLICY

## ACCIDENT REPORTING/MONITORING

### FIRST AID

Policy written by: R Wilson

<u>Dates</u>				
Written	Feb 2012			
Reviewed	Feb 2013	Feb 2014	Feb 2015	
Amended	Feb 2016KR			
Next Review	Feb 2017			

When a child is poorly or has suffered an accident or been involved in an incident in Nursery there is a protocol for staff to follow:

- a trained first aider is consulted
- all accidents/incidents to be logged in the accident book by the staff member who saw it
- for all head injuries a head bump letter is issued
- if the severity necessitates a parent is contacted

The top copy of the duplicate book is signed by parents and staff and given to the parent. The second copy informs the monthly Risk Assessment of the accident/incident book to help inform planning and Indoor/Outdoor risks and how to minimise them.

For matters of an intimate nature, staff are asked to deal with a child with utmost sensitivity and always to seek guidance from the Nursery Manager (Lauren Smith), Headteacher (Adam Greaves) or Deputy Head (Donna Jones). In almost all situations the parents will be asked to come into Nursery immediately so that they are part of the decision making process for such matters. In rare circumstances, the school nurse will be contacted as a matter of utmost urgency before the parent.

### **ACCIDENT REPORTING**

HSI, pp 13-15 (especially sections 1.2.1. and 1.2.2)

Minor injuries must be recorded in the Accident/Incident book which is kept on the shelf near to the dinner trays. They should be written up by the person who saw the accident and signed by the first aider who administered the first aid. Injuries requiring a visit to hospital should be recorded on Pink Form No. A/S (Rev.89). The form should be sent to Hereford via the Green Bag and a copy should be kept in the central records.

Any incidents of serious injury or death will be reported to Ofsted by the Nursery Line Manager (Donna Jones). This must be done as soon as possible or within 14 days of the incident. Failure to do so will be considered an offence.

The Nursery Manager will inform the MASH team of any serious accident, or serious injury or death.

### **BLOOD-BORNE DISEASES**

HSI, p18 and HWCC - CIW

All staff are instructed to wear gloves for all First Aid treatment. Gloves can be found by the First Aid Box in the Nursery or in the nappy changing box on the shelf in the toilet area. Any gloves and unwanted materials must be double-bagged in nappy bags and put in the white bin in the toilet area.

### **FIRST AID**

HSI, pp.32-34 and HWCC - CIW

In Nursery there are always trained members of staff to oversee the first aid. First aid kits are situated in the Nursery cupboard on the left hand side, school office/tardis, school kitchen, Forest School Emergency bag, and the 'Playground' bag. All keys are stored in a filing cabinet out of children's reach.

Gloves must be worn, whenever blood or other body fluids are involved.

First Aid facilities must be available to all staff.

All injuries must be recorded in the accident/incident book or on Pink Form if hospital treatment needed. No A/S (Rev.89).

Lauren Smith (Nursery Manager) is responsible for first aid kits to be replenished and to check all medicines are in date and Care Plans up to date. Telephones are available for emergency calls at all times by dialling 9-999 or 9-112, the grid reference for emergency calls is 738 475

### **Hospitalisation Policy**

If it is decided that a child needs to be taken to hospital the following procedure will apply:

The emergency services will be called and an ambulance requested. Parent/emergency contacts will be informed immediately. The Child Confidential Records will be checked to see if the child has any allergies or additional requirements etc.

Staff with a current paediatric first aid certificate will comfort and monitor the child until the ambulance arrives, and will accompany the child to hospital if the parent/carer has not arrived at the Nursery.

If parents/carers are unable to reach hospital before treatment is likely, staff attending the child will assume 'in loco parentis' responsibility as per consent given in the Terms and Conditions section of the Child Confidential Records form. In this situation, if at all possible, a discussion is to take place with parents/carers over the telephone on what treatment they will or will not allow, and Nursery management consulted.

Staff will remain with the child until parent / emergency contact arrives at the hospital.

It is not the policy of Cradley Nursery to transport a child to hospital in an emergency in a company or staff member's vehicle. This will only be considered if the advice given by the emergency services is that there will be an undue delay in sending assistance. Management will decide at the time the best course of action to take, the child's interests being the deciding factor.

### **ACCIDENT MONITORING**

The safety policy will be reviewed annually.

Accident records and trends will be reviewed for each governing body meeting. The Nursery Manager will send relevant statistics to the school's accident monitoring officer (Barbara Gleaves) prior to governing body meetings. Any serious accidents will be reported to Ofsted by the Nursery Line Manager, Donna Jones.