

Accident and Emergency Incident Procedure

At Raised In, we aim to protect children at all times. We recognise that accidents and incidents may occur sometimes. We follow our policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen. The circumstances of the accident or incident are recorded and reviewed to minimise any future risks.

In the event of a child having an accident or incident however minor, the Raised In team will administer basic first aid treatment. The accident or incident will be recorded on the online Accident Form with the action taken. Parents/carers will be informed of any accident or incident.

At Raised In there are always trained first aiders on the premises and on outings at all times. In the event of an accident or incident when team members require further assistance, they will immediately inform the Nursery Manager who will take appropriate action, including calling emergency services if required.

Accidents

- The person responsible for reporting accidents, incidents or near misses is the team member who saw the incident or was first to find the child where there are no witnesses. They must record the accident or incident on an online Accident Form and report it to the Nursery Manager. Other team members who have witnessed the accident or incident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident/incident is dealt with, whilst the details are still clearly remembered. Parents/carers 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 thereafter on the online form. If an online form is not signed or parents/carers are not informed whilst collecting their child, a team member will telephone to inform them of the accident/incident
- The Nursery Manager reviews the accident forms at least 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 incidents happen. Any patterns will be investigated by the Nursery Manager and all necessary steps to reduce risks will be put in place
- The Nursery Manager will report serious accidents to the Head of Nursery for investigation for further action to be taken (i.e. a full risk assessment or report under

the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

- The Accident File will be kept for at least 21 years and three months
- Where medical attention is required, a senior member of the team will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required, for example at the hospital or for a broken bone, the Nursery Manager will follow the insurance company procedures, which may involve informing the parents/carers in writing of the incident
- **The Nursery Manager/Head of Nursery 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’s Environmental Health Department or the Health and Safety Executive and their advice followed.

Organisation	Contact
Ofsted	0300 123 1231 Report Childcare Incident Service
RIDDOR report form	RIDDOR Report

Procedure for giving basic first aid

1. Assess injuries to the child
2. Perform the required basic first aid, e.g. treat with cold compress/plaster or other basic treatment and seek help from other team members if required
3. Comfort the child until they are comfortable to leave the Educator
4. Complete the accident form, sign and date
5. Where required phone the parent/carer to inform them of the injury or ask them to collect the child to seek further medical help
6. Make all Educators aware of the accident/Incident
7. Ask the parent/carer to sign the online accident sheet

Procedure for treating more serious injuries

1. Assess the accident/ incident
2. Call Emergency Services
3. Inform parents/carers
4. Record the accident/incident on the Emergency Accident/Incident Form and take the form to the hospital, along with a copy of the child's registration form and parents'/carers' emergency contact telephone numbers
5. A senior member of the team to accompany the child to the hospital if the parents/carers have not arrived before the emergency services
6. Parent/carer to sign the online Emergency Accident/Incident book as soon as possible after the accident/incident
7. Head of Nursery to inform Ofsted and RIDDOR

Head injuries

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

- Calm the child
- Assess the child's condition to ascertain if a hospital or ambulance is required
- If the skin is not broken, we will administer a cold compress for short periods, repeated until the parent arrives to collect their child
- If the skin is broken then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury
- Complete the online accident form
- Keep the child in a calm and quiet area whilst awaiting collection

- We will follow the advice on the NHS website for minor head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries, we will call an ambulance

Transporting children to hospital procedure

The Nursery Manager/team member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your vehicle
- Whilst waiting for the ambulance, contact the parents/carers and arrange to meet them at the hospital
- Arrange for the most appropriate member of the team to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy the team if necessary, to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the Senior Management Team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need comfort and reassurance. Team members may also require additional support following the accident.

First aid

The first aid boxes are located in an accessible location, with appropriate content for use with children.

The Nursery Manager is responsible for first aid checks the contents of the boxes regularly and is to replace items that have been used or are out of date.

First aid boxes are kept out of reach of the children.

First aid boxes 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 are included.

There will always be a first aider on site at all times.

Most of the Raised In team are trained in paediatric first aid and this training is updated every three years.

All first aid trained team members are listed on the information board. When children are taken on an outing away from our nursery, they must always be accompanied by at least one team member who is trained in first aid. A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc.

Food Safety and play

Children are always supervised during meal times and food is adequately cut up to reduce the risk of choking. We understand that learning experiences are provided through exploring different malleable materials the following may be used. These are risk assessed and presented differently to the way they would be presented for eating e.g. in trays

- Playdough
- Cornflour
- Dried pasta, rice and pulses.

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. fruits and vegetables. Children will be fully supervised during these activities.

Food that could cause a choking hazard, including raw jelly, will not be used.

Personal protective equipment (PPE)

The nursery provides team members with PPE according to the needs of the task or activity. Team members must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Team members are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing 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 team member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as Hepatitis or Human immunodeficiency virus (HIV) can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or anti-bacterial spray. Such solutions must be carefully disposed of immediately after use.

Needle punctures and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that team members must take great care in the collection and disposal of this type of material. For the safety and well-being of the Raised In team, any team member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found, the local authority must be contacted to deal with its disposal.

At Raised In we treat our responsibilities and obligations in respect of health and safety as a priority. We provide ongoing training to all members of the team that reflects best practices and is in line with current health and safety legislation.

Signed: Nicola Brimble, Head of Nursery

Date: 06 December 2023

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This policy links to: Health and Safety Policy, Health, Hygiene & Sickness Policy, Medication Policy and Safeguarding Child Protection Policy