

## **Accidents and First Aid Policy**

Accidents can be very distressing for anyone involved. At Bierton pre school we follow this policy to ensure all parties are supported and cared for, and their health, safety and welfare is protected.

### **Accidents**

Location of accident files: Desk/Children's records

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it on an Accident, Incident or Head Injury form and report it to the pre school manager/deputy. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- Parents must be informed when they arrive to collect their child, given an explanation of the accident, shown the relevant form and asked to sign it, parent should be given a copy.
- In the case of a head injury or more serious accidents the manager/deputy may contact parents prior to collection time.
- The completed form should be given to the manager who will file a copy with the child's records and a copy in the Accident/Incident Report file.
- Accident forms are checked on a regular basis for patterns e.g. one child having a repeated number of accidents, a particular area in the pre school or a particular time of the day when most accidents happen. Any patterns should be investigated by the manager.
- The manager must report serious accidents to the Chairperson for investigation, further action to be taken if necessary. A full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) may be necessary.
- The accident forms will be kept for at least 21 years and 3 months.
- Where medical attention is required, a senior member of staff should notify the parent(s) as soon as possible whilst caring for the child appropriately.
- Where medical treatment is required the Chairperson/Administrator will also inform the insurance company in writing.
- The manager will report any accidents involving children requiring medical attention to Ofsted where necessary.

### **Transporting children to hospital procedure**

- If the injury is severe, we will call for an ambulance immediately. WE WILL NOT attempt to transport the sick child in our own vehicle.
- Whilst waiting for the ambulance, the parent will be contacted and arrangements made to come to the setting or meet at the hospital.
- A senior member of staff will accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. The Chairperson must be informed immediately.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.

### **First aid**

- The first aid boxes are located in: the office area and kitchen.
- Emergency first aid procedures are located in: Office Area
- All staff at Bierton pre school are trained in paediatric first aid, the training will be updated every three years to ensure it remains current.

### **Personal protective equipment (PPE)**

The pre school provides staff with PPE according to the need of the task or activity.

- Staff must wear PPE to protect themselves and the children during care tasks that involve contact with bodily fluids.
- PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective.

- 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 ten parts water). Such solutions must be carefully disposed of immediately after use.
- The pre school will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

### **Needle puncture 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.

This policy was adopted by the Bierton Pre School Committee

Date: 12<sup>th</sup> March 2019

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIR PERSON**

Signed, all staff: