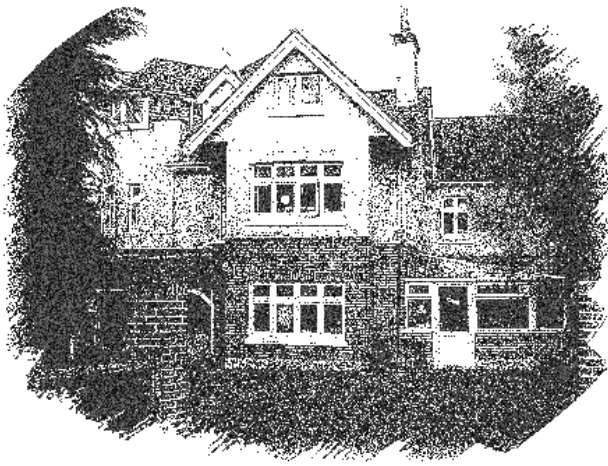




## **QUEENS PARK MONTESSORI DAY NURSERY**

**155 Richmond Park Road  
Bournemouth  
Dorset  
BH8 8UA**

**Telephone: (01202) 523293**

**Proprietor: Mrs Alison Toms**

**Ofsted Reg: EY242933**

### **ACCIDENTS AND FIRST AID POLICY**

At Queens Park Montessori Day Nursery the safety of all children is paramount and we have measures in place to help to protect children. However sometimes accidents do unavoidably happen.

We follow this policy 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.

#### **When an accident or incident occurs, we ensure:**

- The child is comforted and reassured first
- The extent of the injury is assessed and if necessary, a call is made for medical support or an ambulance
- First aid procedures are carried out where necessary, by a trained paediatric first aider
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses.
- The accident or incident is recorded on an incident form, and it is reported to the nursery manager. Other staff who have witnessed the accident 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 will be shown the incident form and informed of any first aid treatment given. They are asked to sign it the same day, or as soon as reasonably practicable after
- The health and safety representative reviews the accident forms termly 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 nursery manager and all necessary steps to reduce risks are put in place
- The nursery manager reports any serious accidents or incidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The accident forms will be kept for at least 21 years and three 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 manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The nursery manager/registered provider 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 environmental health department or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event, within 14 days of the incident occurring.

**Location of incident at nursery forms: Blank forms are in the forms file in the hallway, on the shelf above the telephone. Completed forms are kept in the incident folder in the child's base room.**

Accident and incident records will be regularly reviewed to identify if there are trends or common features that could be addressed to reduce the risks of accidents and incidents in the setting. Appropriate action will be taken to address any identified concerns.

| Organisation                                    |  | Contact                                                                                       |
|-------------------------------------------------|--|-----------------------------------------------------------------------------------------------|
| Ofsted                                          |  | <b>0300 123 1231</b>                                                                          |
| Local authority children's social care team     |  | <b>01202 458101</b>                                                                           |
| Local authority environmental health department |  | <b>01202 451451</b>                                                                           |
| Health and Safety Executive                     |  | <b>0300 790 6787</b><br><a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a>         |
| RIDDOR report form                              |  | <a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a> |

## Head injuries

If a child has a head injury in the nursery then we will follow the following procedure:

- Comfort, calm and reassure the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure if this is required (see below)
- If the skin is not broken we will administer a cold compress for short periods of time, 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 and if they need to collect their child
- Complete the incident form
- Keep the child in a calm and quiet area whilst awaiting collection (where applicable)
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our paediatric first aid training.

## Choking

When a child experiences a choking incident that requires intervention, we will:

- Record details of where and how the child choked

- **Make parents aware of the incident.**

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

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured/sick child in our own vehicles
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Re-deploy staff 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 management team 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. Staff may also require additional support following the accident.

### **First aid**

The first aid boxes are located in: **the children's bathroom, on the shelf above the changing mat.**

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes monthly or as needed, and replaces items that have been used or are out of date.

The staff first aid box is kept **in the kitchen, on the shelf next to the cooker.** This is kept out of reach of the children.

First aid boxes should 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 should be kept in them.

**The appointed persons responsible for first aid are: Alison Toms, Ali Pearcy, Melissa Banfield.**

All of the staff are trained in paediatric first aid and this training is updated every three years.

We ensure there is at least one person who holds a current full (12 hour) paediatric first aid (PFA) certificate on the premises and available at all times when children are present.

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 holds a current full (12 hour) PFA certificate. 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 supervised during mealtimes and food is adequately cut up to reduce the risk of choking.

The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used:

- Playdough
- Cornflour
- Dried pasta, rice and pulses.
- Cereals
- Pre-prepared jelly (not in cubes)

These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays.

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, is not used.

Children with SEND who are having difficulties with eating, will be encouraged to use food as a play material to get them used to the different textures, tastes, etc.

### **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 domestic tasks. Staff 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 staff member dealing with blood must:

- 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 and neat sterilising fluid. 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 staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste.

Parents of children requiring needles as part of managing a medical condition should supply the nursery with an approved sharps box for safe disposal. Full boxes will be returned to the parents.

If a needle is found, e.g. in the nursery grounds, the local authority must be contacted to deal with its disposal.

We treat our responsibilities and obligations in respect of health and safety as a priority and provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy is updated at least annually and/or after a serious accident or incident.

**This policy was adopted on:** .....

**Signed on behalf of the nursery:** .....

**Date for review:** .....