

Egg Day Nursery

Accident, Incidents and First Aid policy

Accidents and incidents can be very distressing to anyone involved so at Egg Day Nursery we ensure that we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

Accidents & Incidents

Location of accident & incident files: **THE OFFICE**

- the person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses it. They must record it on an Accident or Incident Form detailing when and where the accident happened, the nature of the accident or incident, the injury obtained and the treatment that was given. The member of staff must clearly write his/her name and sign it. The form then must be reported to the Manager immediately (or supervisor if the manager is not available) who will also sign it. This should be done as soon as the accident is dealt with, while the details are still clearly remembered. The parents must be shown the Form and asked to sign it as soon as they collect their child.
- the Form will then be stored in a file within the office and will be monitored to check that there are not re-occurring accidents due to equipment within the nursery.
- the Nursery Deputy Manager must report serious accidents 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 Files will be kept for at least 21 years and 3 months
- where medical attention is required the Deputy Manager or senior member of staff should notify the parent as soon as possible whilst caring for the child appropriately. If a parent/carer cannot be contacted then a senior member of staff will accompany the child to hospital when necessary
- where medical treatment is required the Deputy Manager will also inform the insurance company in writing
- the Deputy Manager will report any accidents requiring medical attention to Ofsted where necessary
- If a child has a serious bump to the head then parents will be informed immediately

First aid

The first aid boxes are located in:the staffroom, kitchen, all four playrooms.....

The appointed person responsible for first aid is **Sam Henson**

All of the staff in Egg Day Nursery are trained or awaiting a course in paediatric first aid and this will be updated every three years to ensure this remains current.

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.

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 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.

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 Milton or freshly diluted bleach (one part diluted with ten parts water). Such solutions must be carefully disposed of immediately after use.

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. If a needle is found the local authority must be contacted to deal with its disposal. **Tel: 01962 840222.**

This Policy was adopted by Egg Day Nursery on (date):____10/10/10_____

Reviewed_____

Signed by:_____Briony White_____

Position: _____Business Manager_____