**Health**

**6. Accident and injury**

**Aim:** To ensure the welfare and safety of all the children within the setting by ensuring that the staff are qualified and experienced to deal with accidents and injuries that occur within the setting.

**First Aid:**

* At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children (see Appendix 1 for a full list of current first aiders).
* The first aid box is situated within the kitchen and contains the following:
* Triangular bandages (ideally at least one should be sterile) x 4
* Sterile dressings:

1. Small x 3
2. Medium x 3
3. Large x 3

* Composite pack containing 20 assorted (individually wrapped) plasters x 1
* Sterile eye pads (with bandage or attachment) dressing x 2
* Safety pins x 6
* Guidance card as recommended by HSE x 1

In addition to the first aid equipment, each box should be supplied with:

* 2 pairs of disposable plastic (PVC or vinyl) gloves
* 1 plastic disposable apron
* A children’s ‘strip’ thermometer
* The first aid box is clearly labelled and accessible to staff, but kept out of reach of the children.
* No un-prescribed medication is given to children, parents or staff (please see Medication Policy).
* At the time of admission to the setting, parents’ written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
* Parents sign a consent form at registration allowing staff to take their child to the nearest accident and emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
* Any first aid treatment that is given to a child will be followed up with a written accident form, detailing what happened and the treatment given (please see below for our procedure on this).

**Procedure for recording and reporting of accidents involving children:**

* If a child has an accident while at Little Drummers this is recorded on an Accident Form (see Appendix 2).
* Staff fill out the form as soon as possible after dealing with the injury.
* The person in charge of the setting is informed of any accidents, and assess if any further treatment is needed, for example, phoning a parent.
* When parents collect their child, the supervisor will explain the nature of the accident, any treatment given and any follow-up actions required.
* If the accident is a bump to the head the parents will also be given a Bump Head Form, which details symptoms which may cause concern after a bump to the head.
* Parents are asked to sign all Accident Forms, to say they have been informed and they understand the accident.
* Accident Forms are kept in an easily assessable place and all staff are informed of this location and given directions on how to complete one in during their induction.
* An accident assessment is carried out each term and reported back to staff during staff meetings.
* Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital doctor, or about the death of a child or adult. This is to be done as soon as possible but must be done within 14 days. This will be carried out by the supervisor or the chair of the management committee.
* We will also inform local child protection agencies of any serious accident or injury to, or death of any child while in our care, and follow any advice received from these agencies. This will be carried out by the supervisor or chair of the management committee.

**Procedure for the recording and reporting of accidents involving adults:**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (Reporting of Injury, Disease and Dangerous Occurrences Regulations).

* If staff have an accident while at work they are required to fill in a Staff Accident Record (see Appendix 3).
* Staff report any accident to the supervisor or person in charge, who along with the member of staff, assess their ability to continue working.
* Staff accident records are kept within their personal file.

**We report to the Health and Safety Executive:**

* Any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
* Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
* Any dangerous occurrence is recorded in our incident book. See below.

**Reporting/recording a incident:**

* The incident book is kept on the desk in the health and safety divider.
* In the front of the incident book we have we telephone numbers for emergency services, including local police.
* As we rent the property we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
* We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
* These incidents include:
* Break in, burglary, theft of personal or the setting’s property;
* An intruder gaining unauthorised access to the premises;
* Fire, flood, gas leak or electrical failure;
* Attack on member of staff or parent on the premises or nearby;
* Death of a child, and
* A terrorist attack, or threat of one.
* In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
* In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children’s families. Our standard Fire Safety policy will be followed. The incident is recorded when the threat is averted

Apendix 2

Little Drummers Pre-school

Accident Record

|  |  |  |
| --- | --- | --- |
| Name of Child: | Date: | Sheet Number:  381 |
| Time of Accident: | Place of Accident: | |
| Circumstance: | Nature of injury: | |
| Treatment: | | |
| Treatment given by: | Name of witness: | |
| Parent Signature: | | |

Further treatment needed?

Head Bump Note Ofsted Report

Riddor Report

Your child has had a plaster applied to a wound today.

Please remove within 4 hours of your children returning home

Signed……………………………………………(parent sign) Date……………………………

Appendix 3



**Staff Accident Form**

|  |  |
| --- | --- |
| Date: | Time: |
| Staff member name: | |
| Place of accident: | |
| Circumstance: | Nature of injury: |
| Treatment Given: | Treatment given by: |
| Staff signature: | Supervisor Signature: |
| Staff Contact details: | |
| Follow up action: | |