

# Accident policy

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## First Aid Equipment

- First Aid kits are kept at various points in the two buildings.
- Staff must wear protective clothing i.e. disposable gloves/aprons etc. when dealing with injuries and handling bodily fluids.

## Accident Folder

- This is kept in the office and comprises of:
  - The accident form log sheet, completed accident forms in date order (Until filed in the child's individual)
  - Prior injury forms are also stored in this folder before being filed into the individual child's file.

## Minor and non minor accidents

- Children must be comforted and given medical treatment as soon as possible following any accident at nursery.
- All accidents will be recorded on an accident form
- The accident recording form should be completed by the person who has witnessed the accident if no one has witnessed the accident then it should be the person who treated the child.
- The parents/carers of children who have had an injury to the head must receive a head injury form. All staff working with the child on that day must be informed. Accident forms that have been signed by parents/carers must be filed as soon as possible.
- If a child has had an accident, staff must inform the parent/carer when they collect the child. If an accident form has been completed please ask the parent/carer to sign the accident form (A copy can be given if requested)
- Staff must monitor children who have had accidents including children who have been bitten, and an accident form is required for all bites.

- If it is felt necessary, parents will be contacted to be informed about the accident rather than waiting for the child to be collected. This is to ensure they are aware of the accident and to give them the option to collect their child early if they wish to do so. This will also be done if we are aware that another person is collecting the child who does not normally collect, e.g. a friend.
- The accident log sheet must be completed when filing the form.

### Head injuries

- All children who receive a head injury must have a cold compress applied to the area bumped (Something frozen wrapped in something damp) and be sat down to remain calm and allow the compress to reduce any possible swelling.
- All children who receive a head injury must be closely monitored for 72 hours following the head injury for any signs of **dizziness, drowsiness blurred vision, complaining of a headache, nausea or vomiting, has a seizure, loses consciousness or any unusual behavior**. If any of these symptoms are seen, we will seek emergency first aid advice and possibly emergency medical treatment. Children may want to sleep after bumping their head and we will allow them to sleep because often a child becomes upset and wants to rest, they may also be due a rest or sleep anyway. We will however ensure that they are very closely monitored and they will be roused every 10 minutes to ensure there are no problems with levels of consciousness.
- When a child has had an injury to the head, the parent/carer must sign the accident form and must be given a head injury form, which gives details of the time, date and the nature of the accident. The accident form must be signed to acknowledge that head bump form has been given and the advice should be verbally given also.
- Emergency treatment must be sought for any accidents that concern you or requires treatment beyond first aid. Dial 9999 for immediate emergency treatment and inform the manager/owners as soon as possible.
- If a child has had a head bump at home this will be recorded on the prior injury form and we will monitor the child if still within 72 hours.

### Accidents that require hospital treatment

- If an accident is deemed serious enough for emergency medical treatment 9999 should be called immediately whilst first aid is administered to the child and they are comforted. The manager or owners should then be informed as soon as possible.
- If a child requires hospital treatment as a result of an accident in nursery he/she will be accompanied to hospital by an appropriate adult. The manager/owners will inform the parent/carer and ask them to go to the hospital.
- When the parent/carer arrives at the hospital he/she may be upset and the member of staff should stay there if they feel the parent/carer needs support. Staff should use their discretion as to whether they should stay even after their shift has finished.
- Fatality or major injury must be reported immediately to OFSTED

**All accidents that occur at home must be recorded on a prior injury form (This is a legal requirement) If the injury is not shared with us when a child is dropped at nursery a prior injury form must be completed and it must be discussed when the child is collected. We will ensure that the form is fully completed and we agree with the description of the injury, for example it may be written as a scratch and we feel it appears to be a cut. This form must then be seen and signed by a Designated Safeguarding Lead (DSL) on the same day. If any prior injury causes concern, advice must be sought from the DSL and/or Children's Social Care.**

## **Staff accidents**

- All staff accidents should be treated in the same way as the procedures outlined above. First aid must be administered as required, emergency medical assistance sought if necessary and a manager being informed. All accidents must be recorded on a staff accident form and given to the manager/ owners to complete their section, sign and ensure that there any actions that may be needed are taken, e.g. removing faulty equipment. Staff accident forms are located in the office.
- If a member of staff has an accident whilst with the children the children must be reassured as much as possible by other staff present to try to avoid un-necessary distress to the children, while still tending to their colleague.
- The emergency contact name for a member of staff should be called as soon as possible if they need hospital treatment or it is felt that they need assistance to go home.

**REVIEWED AND REVISED: APRIL 2015**

**REVIEWED BY: TERRI CARTER**