

## Accidents and First Aid

Accidents can be very distressing for anyone involved so at Aston University 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.

### Types of Accidents

At Aston University Nursery we record any injury that a child suffers or accident that could lead to a potential injury, this includes children falling over or bumping into objects or others. **We will also record near misses.** Whilst we never wish children to injure themselves whilst at nursery, it is accepted that there is a fine balance between keeping children safe and allowing them to take risks to promote their development. Certain activities will produce more risk for some children than others dependent upon their age and stage of development and their previous exposure to the activity. When children first start walking it is expected that they will fall down quite often. It is therefore expected that they will suffer from bruises or grazes to their knees and hands. It is also likely that they will bump into things whilst they practice their spatial awareness and trip over objects when practising their observation skills. There are also some activities that children will need to practice in order for them to become less of a risk, i.e. walking up and down stairs. It is important that we do not prevent children from mastering these skills by making them fearful of 'having a go'.

Whilst at nursery, particularly as children become older, they are encouraged to develop their independence. This means that although they will always be in the same room as staff members and the ratios will always be maintained, there will be times when they may move out of sight of a member of staff, i.e. to independently use the book corner, to hide in the tunnel, to independently use the bathroom or simply because a member of staff has turned away to support another child. There will therefore, be instances when a child may injure themselves, eg. Bump into another child, fall over etc when a member of staff did not witness the full incident. In such instances we will record this on the accident form, detailing the injury and any information provided by the child or other person, however as we did not see the incident we will not be able to record exactly what happened or declare a witness to the injury.

### Accidents

- 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 Form via the Family app.** **This alerts the Nursery Manager who is able to review the accident form.** This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. **Parents will receive a notification via the app as soon as an accident form is recorded for their child.** In some cases, we may call to notify the parent before sending the accident form. This is generally done to reassure the parent that their child is fine. Parents are able to acknowledge receipt of the form via the app.

- Accident forms are checked monthly 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
- The Nursery Manager will 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)). Reportable incidents are:
  - Specified injuries to workers
  - Over-seven-day incapacitation of a worker
  - Over-three-day incapacitation
  - Non-fatal accidents to non-workers (e.g. members of the public)
  - Occupational diseases
  - The death of any person
  - Dangerous occurrences
  - Gas incidents
  - For further details please visit <http://www.hse.gov.uk/riddor/reportable-incidents.htm>
- The Accident File 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 Safety Office at Aston University will also be notified, who will take the appropriate action.
- The Nursery Manager will report any accidents of a serious nature to Ofsted where necessary.

#### *Transporting children to hospital procedure*

- If the injury is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle
- Inform Aston University Campus Safety that an ambulance has been called. They will arrange access into the car park and escort the paramedics to the nursery.
- Whilst waiting for the ambulance, contact the parent and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also 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*

First Aid boxes are located in every nursery room and one must be taken on all outings and trips.

All of the staff in Aston University Nursery are trained in paediatric first aid and this training will be updated every three years to ensure this remains current.

First Aid boxes are checked weekly by the designated person.

#### *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. 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 10 parts water). Such solutions must be carefully disposed of immediately after use.

The nursery 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 will be done via Aston University Campus Safety.

The nursery treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation from time to time.

Internal use only

<b>This policy was adopted on</b>	June 2022
<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	
<b>Date for review</b>	June 2023