

Manna House Day Nursery: Policy & Procedure to be followed in case of Accidents and Incidents

EYFS: 3.25, 3.50, 3.51

At the Manna House Day Nursery we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

We aim to protect the children in our care at all times. However, we do recognise that accidents or incidents may sometimes occur. To minimise the impact of such accidents and / or incidents staff and visitors to the Manna House Day Nursery are required to follow this policy and procedure at all times.

When accidents / incidents occur it is a legal requirement for an accurate record to be made and stored in accordance with the GDPR (2018). This policy provides the means by which such recording may be undertaken and verification of signatures attained.

The aim of the policy is 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.

Accidents

In case of Accident:

- The person responsible for reporting accidents, incidents or near misses is the member of staff who was involved in, or who witnessed the accident or incident. If there were no members of staff involved then responsibility falls to the first person at the scene of the accident / incident.
- The accident / incident must be reported to the Nursery Manager who must fill out the relevant Accident / Incident Form (**Appendix 1 / 2**). The form should be filled out electronically and a copy stored in accordance with the GDPR.
- The Accident / Incident Form provides space for short witness statements to be acquired from all individuals who were in attendance. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown Sections 1 & 2 of the Accident / Incident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after

- Accident / Incident Forms

- The Nursery Manager is responsible for regularly reviewing the Accident / Incident forms and should seek to identify patterns of behaviour or recurrence (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

Notifying Parents / Caregivers / Guardians

- Where an accident or incident occurs involving a child and medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately (usually as soon as the accident / incident has occurred and medical help sought)
- Whenever it is necessary to fill out an Accident / Incident Form parents / caregivers and guardians will be notified as soon as possible after the accident / incident and will be asked to sign a copy of the relevant form

Legal Reporting & Storage of Information

- The Nursery Manager will report serious accidents to the authorised legal body and registered person within the organisation 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 / Incident Report will be securely stored and kept for at least 21 years and three months
- 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 it is reasonably practical, but in any event within 14 days of the incident occurring.

Organisation: Manna House Charity	Contact: Rev Dr Stephen Jonathan Mr Martin Wild
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OFSTED	See Appendix 3 for guidance
Local authority children's social care team	http://www.tamworth.gov.uk/safeguarding-children
Local authority environmental health department	01827 709709
Health and Safety Executive	http://www.hse.gov.uk/contact/maps/midlands.htm
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

- Where medical treatment is required the Nursery Manager will follow the insurance company procedures, which may involve informing them in writing of the accident

Head Injuries

If a child has a serious head injury resulting in a loss of consciousness, dizziness or any loss or 'normal functioning' an ambulance must be called immediately.

In the cases of less serious head injuries (bumps to the head) we will follow the following procedure:

- Calm the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this 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
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection
- We will 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 first aid training.

Transporting children to hospital procedure

In cases where it is deemed necessary for a child to be taken to hospital the following must be adhered to:

The Nursery Manager/Staff Member must:

- Call for an ambulance immediately if the injury is severe. In cases of severe injury, STAFF MEMBERS SHOULD NEVER attempt to transport the sick child in their own vehicle
- Whilst waiting for the ambulance, staff members should contact the parent(s) and arrange to meet them at the hospital
- Arrangements should be made 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
- The Nursery Manager is responsible for redeploying staff where necessary (to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together)
- The Nursery Manager must inform a member of the Manna House Management team immediately
- It is imperative that all staff 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: **2-3 room/preschool & baby room**

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 regularly and replaces items that have been used or are out of date.

The staff first aid box is **kept in the staff room**. 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 person(s) responsible for first aid is: June Emmerson

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

All first aid trained staff are listed in every room. 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. A first aid box is taken on all outings.

Food Safety and Play

Children are supervised during meal times and food is adequately cut up to reduce 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. These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

- Playdough
- Cornflour
- Dried pasta, rice and pulses.

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 supervised during these activities.

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, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). 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. If a needle is found the local authority must be contacted to deal with its disposal. Staff who receive a needlestick injury must fill out an accident / incident form (Appendix 2)

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>November 2018</i>	<i>J Emmerson</i>	<i>November 2019</i>

APPENDIX 1: Accident / Incident Form (Child)

APPENDIX 2: Accident / Incident Form (Colleagues / Visitors)

APPENDIX 3: Advice and guidance from OFSTED