

# Accidents and Incidents

At Wood St Nursery, we aim to protect children as much as possible from accidents and incidents, whilst recognising that it is important for children to learn about risk and how to begin to take responsibility for their own safety. We recognise that accidents or incidents may sometimes occur, and we follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen. Furthermore, we will review the circumstances of the accident or incident with a view to minimising any future risks.

## Accidents

Location of accident files: Family app on staff tablets (children's accidents) and office computers (adult's accidents). In the event of an accident, the following is observed:

- The care of the child or adult involved in the accident is attended to first.
- Comfort the child/adult and remain calm when dealing with accidents
- Administer First Aid as appropriate in line with First Aid training
- Where medical attention is required, a member of staff will notify a parent as soon as possible whilst caring for the child appropriately
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form on the Family app on staff tablets. The Accident Form should be filled in as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after. The form can be published to parents once written, but the parents must be rung first if the report may cause anxiety or concern, e.g. moderated head bump, accident as a result of another child being unkind. All accidents should be mentioned at pick up time
- The nursery owner/manager with responsibility for Health and Safety reviews the accident forms for patterns, e.g. one child having an unusual 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 will be put in place
- The nursery owner/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)
- The Accident File will be kept for at least 3 years
- Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The registered provider will report any accidents of a serious nature to Ofsted and the local authority children's 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 is reasonably practical, but in any event within 14 days of the incident occurring.

Organisation	Contact
Ofsted	<b>0300 123 1231</b>
Local authority child protection agency MASH	<b>020 8496 2310</b>
Local authority environmental health department	<a href="https://www.walthamforest.gov.uk/businesses/food-safety-and-health-and-safety/health-and-safety">https://www.walthamforest.gov.uk/businesses/food-safety-and-health-and-safety/health-and-safety</a>

Health and Safety Executive	All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
RIDDOR report form	<a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a>

### Head injuries

- Calm the child
- Assess the child's condition to ascertain if an ambulance is required. Follow the procedure below if is required
- 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 (if this is deemed necessary or if the parent wishes)
- 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

- Call for an ambulance immediately if the injury is severe. Do NOT attempt to transport the sick child in your own vehicle
- Inform a member of the management team
- Whilst waiting for the ambulance, contact a parent and arrange to meet them at the hospital
- Arrange 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
- Re-deploy staff as necessary to ensure there is adequate staff deployment to care for the remaining children.
- 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.

### 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, and sterilising fluid.

### Needle punctures and sharps injury

Injuries from needles, broken glass etc. may result in blood-borne infections and 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.

### Incidents

All incidents where staff are concerned about a child's significantly challenging behaviour, or a child's behaviour affects another child such as biting or scratching, will be recorded on the nursery software in an incident form and this information is shared directly with parents. Safeguarding concerns must be reported and recorded following the safeguarding policy.

