

Elizabeth Saunders Nursery School

Accident & incident policy

Elizabeth Saunders Nursery School recognises that accidents will happen within the environment. This policy ensures that they are dealt with effectively and reported to parents appropriately, keeping child safety as paramount.

Staff qualifications

All our staff at Elizabeth Saunders Nursery School are paediatric first aid trained. Details of team members with a paediatric first aid qualification can be found displayed at the side of the nursery main entrance.

First aid equipment

A first aid box is accessible at all times is on the shelf above the desk, in nursery. This is filled with appropriate content for use with children.

Accident procedure

In the event of a **minor accident** the following procedures are in place:

- The injury will be assessed by a practitioner and first aid given if required
- The practitioner who witnessed the accident must complete an accident form in full, giving exact and accountable information. The paediatric first aider (if different to the witness) must record any first aid given to the child. The duty manager must be informed about the accident and should sign appropriately.
- Ongoing supervision and monitoring of the child will be made and a risk assessment undertaken, should this be applicable
- The child's parents must be informed of the accident as soon as possible (at the end of the day or by phone if deemed necessary).
- Parents must read the accident form in full and sign.
- The accident form should be put into the child's personal wallet in the filing cabinet

NB: An accident form should only be completed in the following instances:

- **When first aid has been administered**
- **If the child is unusually distressed**
- **If the child has had a bite, sting or head bump**

In the event of a **major accident** the following procedures are in place:

- The injury will be assessed by a practitioner and first aid given
- A member of nursery management will be notified of the accident details and a prompt decision will be made as to whether hospital treatment is required. This may include dialling 999 for an ambulance. **If a member of staff cannot get hold of nursery management for any reason and feel an ambulance is needed - do not hesitate to ring 999.**
- If hospital treatment is not required, the child's parent should be rung immediately and an accident form should be completed by the practitioner (and

paediatric first aider.) It is then for the parent to make the decision as to the next steps for their child.

- If a child is fitting (and no fits have been reported previously from parents), has lost consciousness, has breathing difficulties, is choking or their condition is potentially life threatening then an ambulance will be called immediately and emergency first aid will be given. This may include administration of an Epipen, CPR, choking prevention techniques or use of the recovery position. This should be done where possible by a qualified first aider.
- If an Epipen needs to be administered and you are confident to do so regardless of seniority, do not hesitate to administer the Epipen following the instructions on the packaging, as time is often of the essence.
- One senior team member will accompany the child to the hospital, taking the child's personal file with them including information about any allergies and previous hospital trips. Parents will be contacted by nursery management to inform them of the situation and requested to go directly to hospital. (Parents have signed to agree to this as part of induction materials)
- An accident form will be completed on the day and the parent will be asked to read and sign. This may not be on collection but should be completed and signed as soon as possible following the accident.

Accidents during outings

Should an accident occur during an outing, our team will follow the procedures above, liaising with the nursery management by phone to ensure prompt appropriate action is taken and sought where necessary to maintain the safety of other children and also on the outing if hospital treatment is required.

Monitoring accidents

The Manager and Deputy Manager are responsible for monitoring the accidents that occur within the nursery for the purpose of risk assessments (in conjunction with the health & safety coordinator.)

Reporting of accidents

The nursery must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, or any child who goes to an Accident and Emergency Department of a hospital (and required hospitalisation for more than 24 hours) either directly from nursery or as the result of something that happened in our care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

Serious injuries are defined by Ofsted as:

- Broken bones or fracture
- Loss of consciousness
- Pain that is not relieved by simple pain killers

- Acute confused state
- Persistent, severe chest pain or breathing difficulties
- Amputation
- Dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Medical treatment where there is a reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material

The Health & Safety Executive (HSE) must also be informed of serious accidents which have occurred in the nursery (see information sheet in appendix)

Accidents at home

Parents must complete & sign an 'Existing Injury' form when they drop their child off at nursery if their child has an injury that they have previously sustained at home.

If a practitioner discovers an injury which they believe to have been sustained at home, they must inform the duty manager & complete the 'Existing Injury' form. The parents will be contacted when the injury has been noted by a practitioner. The 'Existing Injury' form will be shown to the parent when they collect the child and completed & signed.

Staff accidents at work

Any injuries that occur to members of nursery staff while at work should be recorded in the accident book which is held on the shelf above the desk, in nursery and reported to the duty manager.

Any serious accidents must be reported to the Health & Safety Executive.

Incidents at nursery

If one child has caused an injury to another child, the nursery will complete an incident form for both the child who has been injured and the child who has caused the injury. This will record the nature of the incident, any first aid which was completed and how the incident was dealt with by the practitioner. Injuries will be dealt with as above.

We will not name either child on each other's incident form as in line with our confidentiality policy. We request that parents/carers do not ask for this information as practitioners are not permitted to share it.

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