



Accident/ Incident Policy and Procedure

Accidents can be very distressing for anyone involved so at Stepping Stones Nursery 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.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and critical incidents. Child protection matters or behavioural incidents between children are not regarded as critical incidents for this purpose and there are separate procedures for these.

Accidents and Incident forms:

- *Accident books are located in all base rooms*

- *Completed forms are located in the individual's personal file, in the manager's office, inside a locked filing cabinet*

- The person responsible for reporting accidents, critical incidents or near misses is the member of staff who witnesses the incident. They must record on the Accident form and report it to the nursery manager. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident form, informed of any first aid treatment given and asked to sign it as soon as they collect their child.
- If a mark becomes visible on a child, however we are unaware how this has occurred the details of where the mark is and the how the child reacted and any first aid treatment given, still need to be written on the accident form and parents advised on collection.
- Any head injuries to child, the parents must be advised immediately by phone, the child will be either collected by the parent or monitored for the rest of day. All information must be recorded on the accident form. Including times of check and the status of the child.
- Accident forms are then reviewed after every 5 accidents by a senior staff member who will review any frequent patterns of accidents e.g. if 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 then be investigated by the nursery manager. The accident forms are then filed away within the child's individual draw within the manager office.
- 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)– RIDDOR reports can be carried out by using the following link:
<https://www.hse.gov.uk/forms/incident/>
- 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 nursery manager will also inform the insurance company in writing
- The nursery manager will report any accidents of a serious nature to Ofsted where necessary.



Critical Incidents

Refer to the Critical Incidents Policy

Incidents

These are occurrences of situations that lead to serious consequences. These include biting, dealing with abusive adults, situations of substance misuse, etc.

Should an incident of any kind take place at Stepping Stones Nursery, an incident form should be completed. It must also be reported to the nursery manager immediately, to investigate the matter further.

Emergency Treatment

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.

- Stepping Stones Nursery staff will have an Ofsted approved current First Aid certificate covering babies and young children.
- The Nursery will ensure that the first-aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- Safety gloves must be worn when dealing with any cuts, saliva or other body fluids; and then disposed of in the appropriate manner
- The wound will be cleaned with sterile cloths or a cold compress applied. No ointments will be applied
- If hospital attention is needed then the nursery manager, deputy or room supervisor will make that decision and will take the necessary action to get that person to hospital.
- Staff must be aware of procedures for telephoning for an ambulance. Every effort must be made to contact the parents/carers.

Transporting children to hospital procedure

- Prior parental consent for emergency/medical treatment is requested as part of the Admission Form when the child joins the Nursery.
- If the injury is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle
- 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 plenty of reassurance



First aid

- The first aid boxes are located in: *all play rooms, kitchen and manager's office*
- These are accessible at all times with appropriate content for use with children.
- Emergency first aid guidance booklets are located with the first aid boxes.
- **The appointed person(s) responsible for first aid monitoring is Adele Stone & Victoria Earl (Nursery Mangers)**
- All practitioners are trained in paediatric first aid and this training will be updated every three years to ensure these remains current.
- All first aid trained staff are listed in each 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 and who carries an appropriate first aid kit at all times.

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 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 apron if needed) 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 at the time of the accident.

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 policy was adopted on	Signed on behalf of the nursery	Date to be reviewed
August 2017	Adele Stone	August 2018

