



1. Accidents, First Aid and Reporting of Accidents/Incidents

EYFS: 3.25, 3.50, 3.51

At The Lodge Preschool and Nursery we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure 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

Location of accident files: Office

- 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 the incident on the Accident section of iConnect, the report should include the location of the incident, location of the injury on the child's body, the staff witnesses present (include staff members initial), the number of children present, the action taken, if the parents were informed, if a photo was uploaded, nature of the incident, the full circumstances with as much details as possible.
- If a child is to have an accident, incident or any form of injury outside of nursery, it is the parents duty to inform the nursery prior to the child attending. It is imperative for parents to also communicate this by completing a descriptive accident form on Parent Zone (signed). If an accident form is not completed before your child arrives at nursery, this will need to be filled out and signed before leaving your child. The accident needs to be detailed informing us on how the injury happened, when the injury happened, what type of injury it was and the severity of it stating if checked by medical professionals.
- If an accident, incident or severe injury deems reportable to MASH, the nursery will seek advice as per our Safeguarding and Child Protection policy. As a nursery, we will then follow the advice given by MASH.
- Accidents and Incidents should be reported to the Nursery Deputy Manager or Manager immediately. This should be done as soon as the accident is dealt with, whilst the details are still clearly fresh in your memory. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it on iConnect the same day, before the child is signed out for the day
- After the accident or incident, the child in question must be thoroughly checked for injury from top to bottom for injury that may not be visible at first sight and that may also require first aid treatment. For example, if a child has a wound on his/her leg whilst treatment is being carried out on that area staff members must examine other parts of the child's body to ensure that the child is not hurt elsewhere.
- The nursery manager reviews the accident forms at least 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 and all necessary steps to reduce risks are put in place

- 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) <http://www.hse.gov.uk/riddor/>)
- The digital Accident Files 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 follow the insurance company procedures, which may involve informing them in writing of the accident
- 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 is reasonably practical, but in any event within 14 days of the incident occurring.

Organisation	Contact
Ofsted	0300 1231231
Local authority children's social care team	0208 461 7373/7379/7026
Local authority environmental health department	0300 003 0089
Health and Safety Executive	0300 303 8657
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Head injuries

If a child has a head injury in the setting then we will follow the following procedure:

- Alert management
- 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.
- Parents will be informed and could be asked to collect their children at management discretion
- 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 on iConnect



- 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

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) 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 form and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Always remain calm. 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 in: **each room Each designated area has a First aid sign making everyone aware of where it is.**

These are always accessible with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly Room Leaders and replaces items that have been used or are out of date.

The staff first aid box is kept **in the office** 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 Room Leaders/Management

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

Reporting of Accident/Incident

If a child has an injury at The Lodge we record the incident on an Accident file on Connect, filled in by the member of staff that witnessed the accident. Management must be informed immediately after the injury has occurred.



The Information uploaded to connect will have the following information on it;

- Child's name
- What happened and any care given
- Time and date of the incident
- In the case of a bump to the head, we also telephone the parent to inform them what has happened as well as record on connect
- The accident form is filed in on connect.
- Parents will then have to sign wirelessly onto the connect screen when they collect and before the child is signed out for the day.

Reporting of Major accidents or Incidents

Ofsted (0300 123 1231) will be notified within 14 days of any serious instances which involve;

- Food poisoning affecting two or more children in our care
- The death of a child in our care
- A serious accident or injury

This policy was adopted on	Signed on behalf of the nursery	Date for review
19/05/2021	<i>Natasha Eftekhari</i>	19/05/2022
	<i>Leiha Goodall</i>	20/10/2023