

Cranford Nursery Accident and Injury Policy

The nursery has robust systems in place for risk, and health & safety management. Whilst it is accepted that the likelihood of accidents occurring to children and staff will happen on occasion, this policy sets out to inform parents and staff of the procedures put in place to manage accidents, incidents and injuries that occur on nursery premises.

Information for parents

Serious injury

The child's Parent/s or emergency contacts will be contacted by phone and notified of a serious injury, they will be advised to come and collect their child immediately and seek medical advice. The parent/carer will be asked to sign an accident form and staff will photocopy or duplicate the form for the parent to take to the hospital.

Senior staff will complete forms to notify Registration and Inspections Unit and RIDDOR if appropriate.

Minor injury

When a child suffers a minor injury the parent will not be phoned but the person collecting the child will be asked to sign the accident form and will be notified of the injury.

Head injuries

If a child has sustained a bump to the head the parent/carer will be informed on collection, the care giver will be asked to sign the accident form and given a head injury form.

Foreign objects

The nursery will not remove foreign objects from the eyes nose or ears. This is invasive and may cause a child to become distressed. Parents will be contacted and advised to seek medical intervention.

Occasionally children may get sand in their eyes during day to day activities. If this happens the event will be noted on a child's accident record, and parents advised to seek medical attention if eyes become irritated or painful. If a child

receives an insect sting that remains attached to the child, parents will be contacted to seek medical assistance.

Dealing with accidents and injuries to children

All senior staff will hold a first aid certificate, junior staff will be working towards gaining their First Aid certificate.

Wherever possible care will be administered by the child's key person, if the key person is unavailable then the information will be passed on to the parent/carer by a nominated colleague.

The Parent/carer will be asked to read the accident report and to sign before leaving the nursery. This is a mandatory requirement (EYFS.)

Important information for parents

In the event of an accident that requires medical treatment nursery will contact parents in the first instance, and wherever possible wait for the parent to accompany the child to hospital.

Should the situation require urgent action the child will be transported to hospital. Nursery will follow the procedures for alerting the emergency services 999 and the key person or another member of staff known to the child will accompany them in the ambulance IF staffing ratios allow this.

It may not be possible for a member of staff to travel with the child in the ambulance if this is the case then the child's name and date of birth and name of parents will be given to the paramedics and the parents will meet the ambulance at the hospital.

Accident records

will be kept for a minimum of 10 years once children have left the nursery. In compliance with current legislation and IOM data protection, these documents will be securely archived.

Individuals may request from the Nursery Manager a copy of any documentation kept about themselves or their child. If documents are already archived the cost of retrieving and copying any requested documentation will be passed on to the individual.

Parental responsibility

Parents are required to provide emergency contact telephone numbers, and those of a known person who can collect a child in their absence. This is a mandatory requirement (EYFS).

Parents have given permission for emergency treatment to be sought in their absence as detailed in their childcare registration.

Parents are expected to inform nursery immediately of any change to contact numbers or addresses.

Parents are expected to inform staff on arrival if their child has sustained a physical injury away from the nursery as this may impact on their well-being.

An accident form will be recorded of the injury, how it happened and will be recorded on file, with a parental signature.

Information for staff

Dealing with accidents and injuries to children

Permanent staff holding a first aid qualification will treat accidents and injuries, and complete all documentation.

A serious incident must be recorded accurately and written up asap after the incident happened whilst fresh in your mind.

For unqualified staff, comfort child in the first instance but then seek help from a colleague or supervisor.

In some circumstances supply staff who hold a current first aid qualification will be asked to tend to an injured child (eg; in the absence of another first aider in the area).

Minor injuries will be treated by the first aider attending, however a second opinion must be sought for injuries that may need further treatment.

The first aider attending injured child will;

- Comfort and treat the child.
- Notify supervisor if there are any concerns about the sustained injury.
- Arrange for parents to be contacted if necessary.

- Complete child's accident record form and head injury letter, if appropriate.
- Obtain parental signature on the accident form when the child is collected.
- Decisions to inform parents will be made by senior management.
- The Nursery Manager or Deputy are responsible for arranging medical treatment for serious injuries, which may involve taking the child for treatment in the absence of parents or carer.

Dealing with accidents and injuries to staff and visitors

Adults are sometimes embarrassed if they feel unwell or sustain a minor injury in the presence of others. It is human nature to make light of a situation, however employers have a duty of care to those on the premises, and need to be aware of any incident, however small. The casualty should be treated with dignity at all times, staff should ensure that children are guided away from the situation in a calm and organised way. They must seek additional support from colleagues to enable this to happen.

All injuries or accidents to staff or visitors whilst on any part of the nursery premises must be reported. In the event of a minor injury staff should inform a colleague or supervisor who will take appropriate steps for treatment.

All staff must notify the manager of any change of contact details for themselves and next of kin.

- All staff must declare if they are taking any medication, and where this is kept whilst at work.
- In the absence of a manager, a member of the senior team will administer first aid.
- If the adult is unwell but conscious, ask if they are taking any medication, and where this can be found.
- After the casualty has been treated an accident form is to be completed by the manager and the casualty and must be reported to RIDDOR and a Notification of events form completed for Registrations and inspections (if they are able to do so must sign).

A copy of which will be kept on records, with the information transferred to RIDDOR AND RIU.

- If the casualty requires medical treatment the Manager or a member of the senior nursery team will contact next of kin.
- Should the situation require immediate action arrangements will be made for transportation to hospital. Nursery will follow the procedures for alerting the emergency services and wherever possible a member of staff will accompany the casualty to hospital.

Record keeping

The nursery are required to keep detailed records of all accidents and injuries to anyone on the premises or in the surrounding areas. (EYFS 2012, Health & Safety compliance).

All staff must complete any documentation immediately after the casualty has been comforted and treated. Non compliance is a disciplinary offence and steps may be taken invoking RIDDOR/RIU disciplinary procedures.

Contact details, documentation and their locations are listed below;

Accident record forms: Accident record file in art room cupboard

Emergency services 999

Head injury: Accident record form in accident file in art room cupboard

Head Injury Form: In accident file

Medication information: In medication file in art room cupboard

Parent contact details: black box in art room cupboard

Medication is kept in children's bathroom in a locked cupboard.

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Signed on behalf of Cranford Nursery:

Name: Fiona Harcourt

Job title: Nursery Manager