

Policy Start Date: September 2025

## **Birdhurst Day Nursery**

### **Accident and First Aid Policy**

**Policy statement:** At Birdhurst Day 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**

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 and report it to the Nursery Manager who will countersign the form. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. 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 Report, informed of any first aid treatment given and asked to acknowledge it as soon as they collect their child or as soon as reasonably practicable after. This form can be found on the Family app.

A senior staff member reviews the accident forms termly for any 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))

The Children's Files will be kept until they are at least 21 years old.

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.

## Emergency Contacts

Organisation	Contact Details
OFSTED	0300 123 1231
Croydon Local Authority Children's Social Care Team	020 8726 6400 ext 5
Croydon Local Authority Environmental Health Department	020 8726 6000
Health and Safety Representative	Katie Cox
Local Authority Designated Officer	<b>Service Manager</b> Steve Hall: <a href="mailto:steve.hall@croydon.gov.uk">steve.hall@croydon.gov.uk</a> Telephone: 020 8726 6000 ext. 24334 Mobile: 07825 830328 Jane Rowe: <a href="mailto:jane.rowe@croydon.gov.uk">jane.rowe@croydon.gov.uk</a> Telephone: 020 8726 6000 ext. 24817 Mobile: 07716 092630 Email: <a href="mailto:LADO@croydon.gov.uk">LADO@croydon.gov.uk</a>
RIDDOR report form	<a href="https://www.hse.gov.uk/riddor/report.htm">https://www.hse.gov.uk/riddor/report.htm</a>

## Children's Accidents

If a child arrives at nursery with a Pre-Nursery Injury, then the staff will ask the parent to complete a 'Pre-Existing Injury Form'. A copy of this form will be kept in the child's file and scanned onto Famly. The nursery manager will monitor these pre-existing injury forms on a regular basis taking note of the repeated number of accidents, who the child was with and how the injury was dealt with by the person caring for the child at the time.

### Accidents whilst at nursery

It states on the nursery enrolment form that when a parent enrolls their child in our nursery and they have signed their enrolment form, they have given permission for their child to be treated for minor injuries by a nursery practitioner who is a qualified first aider.

If a child injures themselves whilst at nursery their injury will be treated as appropriate to the injury. An accident form on the Famly app will then be completed for the injured child containing their full name, the date and time of the injury and where and when the accident took place and the first aid treatment they received. This form is then acknowledged by the parents on the Famly app.

Practitioners are aware of the need to contact a member of the senior management team whenever an accident occurs; a decision is then made, depending on the child's injury, whether or not to notify the parents straight away or when they collect their child.

## Head injuries

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

- 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, 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
- 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.
- If the child has suffered a head injury and it has been agreed with the parent that the child does not need to be sent home, the child will be monitored closely for any signs of concussion.

If a child needs to go to the hospital, a senior member of the management team will make every effort to contact the parents. If the parents cannot be contacted on any of the phone numbers provided, the senior management member will take the child to the hospital along with the child's file for information whilst another nursery practitioner continues trying to contact the parents.

## 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 sheets, medication, 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
- 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.

## First aid

The Children's first aid boxes are located in: main office, downstairs Polar Bears & Polar Bear Cubs rooms and kitchen, and upstairs Seals, Sealions and Puffins rooms.

These are accessible at all times, with appropriate content for use with children.

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

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.

### **Qualified First Aiders**

The appointed person(s) responsible for first aid is the Nursery Manager or in his absence the Deputy Manager and Admin Manager.

All staff are trained in adult or paediatric first aid and this training is updated every three years. (New untrained staff are put on the next training cycle.)

All first aid trained staff are listed in every room. When children are taken on an outing away from the Nursery, we will always ensure that they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

### **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 domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

### **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, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

### **Needle puncture and sharps injury.**

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that 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.

At Birdhurst Day Nursery we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2025</i>	Ugonna Orji – Nursery Manager	<i>September 2026</i>

