

Putnoe Woods

Accidents and Incidents Policy and Procedures

Introduction

The health, safety and welfare of all the children who attend Putnoe Woods Preschool is paramount and great care is taken by all members of staff at all times to prevent any accidents and / or injury to children and staff or any other persons who enter the preschool.

'At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a current paediatric first aid certificate. Paediatric first aid training must be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly'

'Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given'

The Statutory Framework for the Early Years Foundation Stage 2014

The aim of this policy is to outline procedures to deal with any incident or accident related to the pre-school in a calm, professional and safe manner.

It is a legal requirement to have a member of staff with current (Ofsted approved) paediatric first aid training is on the premises or on an outing at any one time.

At Putnoe Woods Preschool we aim to have all our staff first aid trained, so all staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. First Aid training is renewed every 3 years.

We follow the guidelines of Ofsted and the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR).

Putnoe Woods

Accidents and Incidents Policy and Procedures

It is essential that ALL staff MUST be aware of their responsibilities to provide a safe and secure environment for children, staff and visitors. At Putnoe Woods Preschool:

- 1.1 We have named First Aiders in the preschool who are responsible for ensuring that First Aid is administered promptly and appropriately for any accident or incident
- 1.2 All staff will have Paediatric First Aid training which is renewed every 3 years
- 1.3 This information will be stored in a file in the Preschool Office
- 1.4 All staff have a duty to ensure that they keep the nursery environment safe and well organised
- 1.5 It is the responsibility of all staff to ensure that any hazards are removed
- 1.6 The Preschool Manager and their team have a responsibility to ensure that children feel valued and safe within the nursery setting. It is important that all staff MUST know and understand how to respond to, record and report any accidents or incidents
- 1.7 The Preschool Manager is responsible for ensuring that the correct reporting procedure is followed for each accident or incident depending on the category it falls into
- 1.8 All accidents and incidents that require RIDDOR reporting, will be reported by the Preschool Manager
- 1.9 We follow the guidelines of Ofsted and the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents
- 1.10 The Preschool Manager MUST ensure that the appropriate regulatory body is kept informed whenever necessary
- 1.11 The Preschool Manager MUST inform children's services of any serious accident, injury or death and act on any advice from those agencies
- 1.12 The Preschool Manager and their team MUST ensure that all activities, resources and equipment are appropriate for the children's ages and stages of development
- 1.13 The keyperson is responsible for ensuring that information is shared with parents/carers about any accidents or incidents their child has been involved in
- 1.14 When discussing accidents or incidents with parents / carers the Key Person MUST do this in a sensitive, confidential manner

Putnoe Woods

Accidents and Incidents Policy and Procedures

- 1.15 Lessons will be learnt to avoid re-occurrence and the relevant Risk Assessments **MUST** be reviewed and amended
- 1.16 Retraining **MUST** take place as soon as possible if required
- 1.17 All minor accidents and incidents will be monitored to identify any trends, such as people, times of accidents, areas, etc. to eliminate risks and hazards when required

What is An Accident?

an undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss; casualty; mishap

Reducing the Level of Accidents

In order to reduce the level of accidents within the preschool environment there are several measures that can be put into place:

- 1.18 Risk Assessments **MUST** be carried out when setting out the indoor and outdoor environment in order to allow children to enjoy appropriate risk and challenge in a safe, controlled environment
- 1.19 These **MUST** be reviewed annually or more frequently if circumstances change
- 1.20 Risk Assessments **MUST** be carried out on activities that may pose a risk to children, staff or visitors
- 1.21 These **MUST** be reviewed annually or more frequently if circumstances change
- 1.22 Staff **MUST** be vigilant in their care and supervision of and interactions with children
- 1.23 Opening checklists will be completed by a member of staff who arrives at the preschool at the start of the day
- 1.24 Staff **MUST** report any areas of concern to their Preschool Manager and / or Deputy Manager

Procedures To Be Followed In The Event of An Accident

- 1.25 If a child has an accident, they **MUST** be attended to immediately
- 1.26 If they need to receive first aid, this must be given by a person trained in Paediatric First Aid

Putnoe Woods

Accidents and Incidents Policy and Procedures

- 1.27 Staff must practice good hygiene at all times
- 1.28 Personal protective equipment (PPE) must be provided and worn by staff when dealing with tasks that involve contact with bodily fluids. Putnoe Woods Preschool provides staff with PPE according to the need of the task or activity
- 1.29 Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids including aprons and gloves that must be worn by staff when dealing with any cuts, saliva or other bodily fluid
- 1.30 Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.
- 1.31 Used equipment and clinical waste **MUST** be disposed of appropriately

Minor Accidents

- 1.32 Appropriate first aid will be administered by a trained first aider
- 1.33 An Accident Form will be completed on IConnect and will be completed by the person who witnessed the accident
- 1.34 When the parent/carer arrives, they **MUST** be asked to sign the accident or incident on IConnect to show that they have been made aware of the accident
- 1.35 Accidents and incidents will be highlighted with an orange flag
- 1.36 The accident / incident is then held within the individual child's file once published with evidence that the parent / carer has signed to acknowledge the accident / incident
- 1.37 Depending on the nature of the accident the member of staff and Preschool Manager will use their discretion as to whether to contact the parent / carer prior to collecting their child
- 1.38 The Preschool Manager or Deputy must be made aware of the accident for monitoring purposes

Major Accidents

- 1.39 If it is deemed necessary the person in charge will initially call for medical and help and the parents will be informed
- 1.40 If the accident is significant and a child needs to go to hospital, an ambulance **MUST** be called by the Pre School Manager / Deputy Manager / Business and Finance Manager and the parent contacted

Putnoe Woods

Accidents and Incidents Policy and Procedures

- 1.41 The person in charge will ensure the safety and well-being of all other children present is maintained by ensuring the necessary staff deployment. If necessary an additional staff member will be provided in order to provide support in an emergency situation
- 1.42 The Preschool Manager / Deputy Manager or Keyperson will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives
- 1.43 The parent may meet at the preschool or at the hospital
- 1.44 The member of staff who witnessed the accident must accompany the child in the ambulance, or the child's keyperson
- 1.45 The member of staff must take the child's registration details as to ensure all personal details that may be required are correct
- 1.46 An Accident Form will be completed on IConnect and will be completed by the person who witnessed the accident
- 1.47 At the earliest convenience, when the parent/carer arrives they MUST be asked to sign the accident or incident on IConnect to show that they have been made aware of the accident, or if they have gone straight to the hospital MUST be asked to sign it the next day
- 1.48 Accidents and incidents will be highlighted with an orange flag
- 1.49 The accident / incident is then held within the individual child's file once published with evidence that the parent / carer has signed to acknowledge the accident / incident
- 1.50 The Preschool Manager / Deputy Manager will ensure that all details of the injury are recorded (as above) and that any follow up action, such as phone calls to the parents
- 1.51 Ofsted will be notified in writing of any serious injury as soon as is reasonable but in any event within 14 days of the injury occurring
- 1.52 The local child protection authority will also be informed of any serious injury or death of a child and any advice will be acted upon
- 1.53 Parents are required to consent to emergency medical treatment on their child's registration form prior to their child attending the nursery

Details Recorded on the Accident Form on IConnect

All staff are made aware that it is essential that the following information is recorded when inputting data on IConnect

- 1.54 The time, the date and the nature of the injury

Putnoe Woods

Accidents and Incidents Policy and Procedures

- 1.55 Details of the child affected
- 1.56 The type and location of the injury, for example indoors or outdoors
- 1.57 The action taken at the time , including reassurance to the child and any necessary first aid treatment and any further action taken later such as informing the parents by telephone and by whom
- 1.58 The circumstances involved and the names of any adults involved including a witness and signatures of the staff members involved
- 1.59 If a child reports an accident that has not been observed by a member of staff then an Accident Form must still be completed and the staff member must detail the nature of the injury and write, 'self- reported by the child'
- 1.60 If a child has had an accident but no obvious injury is observed, this will still be documented and parents must still be informed

Head Injuries

- 1.61 If a child sustains a head injury whilst attending the pre-school, the necessary first aid steps should be taken and the parents of the child will be contacted by phone to inform them verbally of the accident
- 1.62 As advised on the NHS website the staff at Putnoe Woods will be vigilant of the following signs and symptoms:

If your child experiences a knock, bump or blow to the head, sit them down, comfort them, and make sure they rest. You can hold a cold compress to their head – try a bag of ice or frozen peas wrapped in a tea towel.

The [symptoms of a minor head injury](#) are usually mild and shortlived. They may include:

- a mild [headache](#)
- nausea (feeling sick)
- mild dizziness
- mild blurred vision

If your child's symptoms get significantly worse, take them straight to the [accident and emergency \(A&E\) department](#) of your nearest hospital or call 999 for an ambulance.

What to look out for

Putnoe Woods

Accidents and Incidents Policy and Procedures

Signs of a brain injury after a head injury include:

- **unconsciousness** – either brief ([concussion](#)) or for a longer period of time
- **fits or seizures**
- **problems with the senses** – such as hearing loss or [double vision](#)
- **repeated vomiting**
- **blood or clear fluid coming from the ears or nose**
- **memory loss** ([amnesia](#))

If any of these symptoms occur after a head injury, immediately go to [your nearest A&E department](#) or call 999 and ask for an ambulance.

The staff at Putnoe Woods will ensure that:

- 1.63 The parents are contacted by telephone with regard to any head injury sustained
- 1.64 A Head Injury is recorded on the accident form on IConnect
- 1.65 The child is monitored and checked frequently every 10 mins and this is recorded
- 1.66 Should the child not require further medical assistance advise parents on NHS guidelines and to closely monitor the child for a minimum of 24 hours

What is an Incident?

An incident can fall into a number of categories.

For example:

- Behavioural (children)
- Aggression from adults, both verbal and physical
- Mishandling of children
- Involving the physical environment such as gas leaks, flood, fire, etc.
- Structural
- Out of hours incidents, such as vandalism and break-ins

The above list is not exhaustive.

Putnoe Woods Accidents and Incidents Policy and Procedures

Home Incidents

In the event that a child arrives at Putnoe Woods with visible injuries such as bruises, cuts, wounds, bandaged areas etc., the following procedure **MUST** be followed by staff:

- 1.67 The incident **MUST** be recorded in conjunction with the parent/carer dropping the child at nursery and recorded on an Incident Form in full detail, including the explanation given for the injury
- 1.68 The Incident Form **MUST** be signed by the parents/carers dropping the child at nursery
- 1.69 The Incident Form **MUST** be signed by the Pre School Manager or in their absence the Pre School Deputy
- 1.70 The Incident Form will then be filed in the Home Incident Folder

Details Recoded on the Incident Form

The Incident Form includes details of:

- The child's name
 - The time, location and details of the nature of the incident, including any possible triggers
 - Details of any witness
 - Details of any injury that has resulted from the incident
 - Details of any action (including any Physical Intervention) taken by staff members and how the incident was managed
 - Signature of staff member and possible witness dealing with the incident
 - In the event of the use of Physical Intervention, a Physical Intervention Form must be completed and the parents contacted (Physical Intervention Policy)
- 1.71 Parents must be informed of the incident sensitively, respectfully and in confidence upon collection of the child

Major Incidents

Where a major incident occurs, Putnoe Woods Preschool will ensure that the necessary steps are taken to maintain and safeguard the well-being and safety of all persons on the premises.

Putnoe Woods

Accidents and Incidents Policy and Procedures

Major incidents may include, but are not limited to the following:

1. Death of a child, member of staff, volunteer or parent
2. Fire
3. Burglary or Vandalism
4. Verbal / physical assault on a member of staff, parent / visitor/
volunteer Death of a child / member of staff/ parent or visitor

In the event of a death at the nursery the following procedure will take place:

- 1.72 The Police will be informed immediately
- 1.73 The parents or next of kin will be contacted as soon as possible
- 1.74 All children at the pre-school will be appropriately cared for and kept calm
- 1.75 Additional staff will be called in if necessary to support already present staff and children
- 1.76 The Chair of the Board of Trustees will be contacted and informed as soon as possible
- 1.77 The date, time and circumstances will be recorded as a 'major incident'
- 1.78 Ofsted will be informed as soon as possible
- 1.79 The Health and Safety Executive will be informed in compliance with RIDDOR

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:

- 1.80 Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood
- 1.81 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

Putnoe Woods Accidents and Incidents Policy and Procedures

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.

**This policy is in compliance with GDPR (General Data Protection Regulations)
May 2018**

Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

Date of Policy: September 2014	Created By: Jo Skelton	
-----------------------------------	---------------------------	--

Review Date	Reviewer	Amendments
December 2015	Jo Skelton	
September 2016	Jo Skelton	
September 2017	Jo Skelton	
May 2018	Jo Skelton	GDPR statement added 1.33 - 1.36 and 1.47 - 1.50 added re IConnect