

## **Accident & First Aid Policy**

First Aid Certificates are displayed by the doors to each room, only staff with a relevant first aid certificate are permitted to administer first aid.

In the event of an accident all persons involved must be aware of the needs of the casualty and any other persons/ children present.

One person is to stay with the casualty. A second person will seek additional help and retrieve the First Aid Kit if required.

The Manager must be informed immediately if the accident is of a serious nature and medical attention is needed.

Any children in the vicinity are to be moved away from the incident to minimise distress for all present. Staff must ensure that children are not left unsupervised whilst dealing with the accident/incident.

Cold compresses are available in the freezer in the nursery kitchen.

All persons at risk of being in contact with blood must wear disposable gloves. Any blood on flooring must be cleaned using the yellow mop bucket. All cloths and dressings must be placed into a plastic nappy bag and disposed of in a nappy bin.

In the event of a child requiring hospital treatment parents / carers will be contacted immediately and informed of the situation. The child's file containing medical information must be taken. OFSTED will also be informed.

The Nursery First Aid Co-ordinator is responsible for ensuring all of the nursery first aid kits are replenished and adequately stocked on a regular basis.

## **Recording and Reporting of Accidents by Nursery Staff**

All nursery children's accidents must be recorded as soon as it is possible to do so, the accident record must be completed by the First Aider.

Recording of Accidents:

- The accident is to be recorded onto the First Steps record form, ALL sections must be completed as appropriate with as much detail as possible.
- The child's individual accident record sheet must be completed with an overview of the accident details including date and time the accident occurred.

Information Sharing of Accidents:

It is the responsibility of the First Aider to ensure that colleagues are aware of the accident record and that Parents/Carers are informed and documents signed within an appropriate time frame.

### Information Sharing of Accidents: (cont)

- Parents/Carers maybe be contacted and verbally informed of the accident prior to collection if this is deemed appropriate by the Nursery Management Team.
- Parents/ Carers will be informed of the accident and asked to sign and date to confirm the information has been shared with them.
- A copy of the full accident record must be offered to the Parent/Carer and the section confirming this ticked as appropriate.
- The Parent/Carer informed section of the First Steps Record is ticked AFTER the Parent/Carer has signed the child's individual accident record form.

### **Important:**

- If the child is **NOT** collected by the Parent/Carer then a copy of the First Steps Accident Record **MUST** be printed and signed by the person collecting the child. This signed record form will then be photocopied and a copy retained for nursery records. The Child's Individual Record will also be signed by the adult collecting to confirm that a copy of the accident record has been sent home for the Parent/Carer.
- If a child is on a Child Protection Plan then a copy of the First Steps Accident Record **MUST** be printed and signed by the Parent/Carer to confirm receipt , this will then be photocopied and a copy retained within the child's File 2. Appropriate Professionals working with the family must also be informed as agreed within the Child Protection Plan or at Core Group.

If the child has been collected and the accident has NOT been reported to the Parent/Carer or persons collecting the Nursery Manager or Early Years Teacher will be informed. The Parent/Carer will then be contacted as appropriate, informed of the accident and asked to sign the documentation the next time they attend nursery.

### **Accidents Involving Children not in the care of Nursery and all Adults**

Any accidents involving Staff, Parents, Carers, Visitors or children not registered with the nursery must be recorded using the FCAT Unity Academy Accident Policy.

### **The complaints procedure**

If there is a concern regarding the implementation of this policy in the first instance please follow the complaints policy.

### **Monitoring and Evaluating the policy**

This policy will be reviewed annually or sooner if legislative changes or circumstances deem it necessary.