



**EYFS: Safeguarding and Welfare Requirements  
3.50 & 3.51**

## **Health**

### **3f.3 Accidents and First Aid**

#### **Policy Statement**

- At Auden Place Community Nursery, staff are able to take action and apply first aid treatment in the event of an accident involving a child or adult. We aim for all staff to have the 12-hour Ofsted-recognised paediatric first aid certificate to ensure that we are always over the welfare requirement of at least one trained member of staff on the premises at all times.
- We follow the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) guidelines for the reporting of accidents and incidents.

#### **Procedures Following a Child's Accident**

- The child is dealt with immediately and if necessary another member of staff may need to clear the area of other children to prevent further injuries or distress being caused to the injured child or those watching.
  - As soon after the accident as possible, an accident form must be completed, clearly stating:
    - Whether it is an accident, or an incident. This is to be circled at the top of the page.
    - The child's full name.
    - Their date of birth.
    - The date and time of the accident.
    - The nature of the accident.
    - Where the accident took place.
    - What resources were involved.
    - Any injuries to the child.
    - Any treatment given.
- This must then be signed by:
- The person dealing with the accident.
  - Another staff member who witnessed it being dealt with.
  - Manager.
  - Parent/carer at the end of the day.

#### **Monitoring Accident/Incident Forms**

- Management regularly review all accident and incidents and take note of any patterns. These may be patterns relating to specific children, timings, the environment or staff members. Management then have the right to take necessary steps to minimise accidents and incidents as they see fit.



In addition to the accident form, if the accident has occurred to the head, the parent is informed by a phone call, and a separate form must be completed to give to parents on collection. This form states that the child has had a head injury, and to watch the child for the next 48 hours. Should the parent be concerned in any way, they must immediately take their child for further examination by a general practitioner. These head injury forms are completed by the staff who dealt with the accident, with name of child and date, and are signed and monitored by management and then scanned in and sent to the parent via email.

As part of our monitoring, the accident/incident form also asks whether we need to inform RIDDOR and Ofsted of this accident. This is for the management to decide and follow up as they see fit.

- The manager must be informed of the accident immediately so that they can assess whether or not the parent/carer needs to be immediately informed, or if hospital treatment is necessary. If hospital treatment is deemed necessary, depending on the severity, either:
  - The parent/carer will be called to take the child to hospital.
  - or
  - An ambulance will be called and a member of staff (if possible the key-person) will go with the child, and the parent/carer will be called and asked to meet them at the hospital.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

**NO PARENT IS EVER TO BE PHONED WITHOUT CHECKING WITH MANAGEMENT FIRST.**

#### **Procedures Following an Adult's Accident**

- At Auden Place Community Nursery, we do our best to prevent accidents. In the unlikely event of an accident, the manager and deputy manager hold the full First Aid at Work certificate. In the managers' absence, other staff have the paediatric first aid certificate and would need to adapt as necessary.
- The first aider carries out any treatment as necessary and assesses whether or not the patient needs hospital treatment.
- If the accident is serious, then immediately after the accident, the manager carries out and records a full investigation. To ensure that the investigation is successful, we always look beyond the immediate cause to identify any underlying cause and we never apportion blame. During the investigation, the manager may need to interview staff, view the scene of the accident and check any relevant documentation.
- As we employ more than ten staff, all accidents need to be recorded in the staff accident book, completed by the person/s involved and filed away in the office for confidentiality.



### **First Aid Kits**

Our first aid kits are regularly checked, and comply with the Health and Safety (First Aid) Regulations 1981. All the kits have a contents list in them, and contain the following items only:

- 3 pairs of disposable nitrile gloves
- Triangular bandages (ideally at least one should be sterile) x 2
- Sterile dressings:
  - Medium x 4
  - Large x 1
- Assorted (individually-wrapped) hypo-allergenic plasters x 40 (blue if for use in the kitchen)
- Tuff scissors x 1
- Burns dressing x 1
- Sterile eye pads (with bandage or attachment) x 2
- Alcohol free cleansing wipes x 20
- Container of 6 safety pins x 1
- Adhesive tape
- Guidance card as recommended by HSE x 1
- Saline pods

The first aid boxes are advertised and easily accessible to adults but are kept out of the reach of children.

### **Adrenaline auto-injectors**

- Some staff have received specific training for the use of adrenaline auto-injectors (e.g. EpiPen, Jext, Emerade) and are trained to use and check them. Any staff recently joining Auden Place are placed on the paediatric first-aid training as soon as possible, which now includes basic adrenaline auto-injector training.

### **RIDDOR**

RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences) requires some events to be reported to the informing authority. The investigation carried out by the manager would need to be reported to RIDDOR and Ofsted by telephone, and then by fax or post, using the appropriate forms, within ten days.

### **Accidents requiring reporting are as follows:**

- A death or major injury to an employee or child e.g. fracture to a bone other than thumbs, fingers or toes.
- A dangerous occurrence e.g. collapse of a ceiling resulting in an injury needing admission to hospital for more than 24 hours.
- An accident where a member of the public is killed or taken to hospital.
- An accident resulting in the person being absent from work or unable to carry out normal duties for more than three days, or a case of an occupational disease. A certificate from a general practitioner will be required.



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