



**Little Bookham & Effingham
Preschool**

Accident & First Aid Policy

Little Bookham & Effingham Preschool aims to ensure health and safety of all the children and adults within the setting.

At least 1 member of staff with a current paediatric first aid certificate must be present when working with children. New staff members qualified/unqualified will complete a 12 hour Paediatric First Aid training after the successful completion of their probationary period, and training will be done every three years. During Inductions or when new children/staff join the preschool all staff members are made aware of any children/staff with medical conditions and the procedures to follow in the event of an emergency.

Named First Aiders

All staff members hold current paediatric first aid certificates:

Emma Smitheman (updated Dec 2022)
Catherine Porch (updated Dec 2022)
Jackie Shadar (Updated Oct 2022)
Keith Porch (Updated Oct 2022)
Alison Lagar (Updated Oct 2020)

Dealing with an accident/Incident

When an accident/incident occurs we initially will conduct the primary survey (DR ACB)

Primary survey:

1. Check for **D**anger.
2. Check for a **R**esponse.
3. Open **A**irway.
4. Check **B**reathing.
5. Check **C**irculation.
6. Treat the steps as needed.

If the child is clearly breathing, responsive and not in any immediate danger the child will be comforted and reassured.

The extent of the injury will be assessed and if necessary, call for medical support/ambulance

The first aid procedures will be carried out, if necessary, by a trained first aider

Once the child is more settled, the parent/carer will be contacted and informed of the accident if necessary (see Contacting Parents below) A phone call to the parents or carers will always be made following a serious/significant injury.

Dealing with body fluids

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed;

- When dealing with any body fluids wear disposable gloves
- Wash hands thoroughly with soap and warm water after the incident
- Keep any abrasions covered with a plaster
- Spills of the following body fluids must be cleaned up immediately

Bodily fluids include blood, faeces, nasal and eye discharges, saliva, vomit.

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a waste bag and then immediately in the outdoor bin. Avoid getting any body fluids in your eyes, nose, and mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.

Contacting parents

The Paediatric First Aider who deals with the accident will assess the child's general wellbeing after an accident. If we conclude that there is no immediate risk to the child's health, the injury is not getting progressively worse, staff have no concerns and the child is happy to continue playing, then parents/carers will be informed at the end of their child's usual session.

Parents should be informed by telephone as soon as reasonably possible after an emergency or following a **serious/significant** injury (see Medical Emergencies below). If parents/carers cannot be reached staff members will contact the child's emergency contact as stated on the registration form.

Medical Emergencies and Contacting the Emergency Services

Parents should be informed by telephone as soon as possible after an emergency or following a **serious/significant** injury including:

- Head injury (a bump to the head injury advice sheet should be given to the parents of any child who sustains a head injury)
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia for children, staff or visitors with diabetes
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the child is generally unwell

An ambulance should be called for any condition listed above that requires emergency treatment. Any child taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a child becoming unconscious (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

In the event that a child has to be taken to hospital an ambulance will be called as staff must not take children to hospital in their own vehicles.

The member of staff will stay at the hospital until the parent/carer arrives. . A full report will be written on an Accident/Incident form and will be available for parents/carers to sign when possible and available for inspection if required.

Accident forms

If a child is involved in an accident in the setting a staff member will administer first aid treatment then complete an Accident form. Best practice is for the member of staff who witnessed and or administered treatment to complete the form, however this may be dependent upon the individual circumstances.

The accident report forms contain the following information:

- Child's full name,
- Date and time,
- Place where the incident took place,
- Description of the injury,
- Treatment given,
- What happened afterwards
- Staff members signature and date, and witness signature
- Parent/carers signature and date.

At the end of a session or as soon as reasonably possible parents/carers will be informed that their child has had an accident and will be asked to sign the accident form, agreeing that they have been informed.

If a Paediatric First Aid trained staff member makes the decision that an accident was very minor and treatment is not required for example, in the event a child trips, landing on their knees and has no visible injury, the staff member will not be required to complete an Accident form. However, they will continue to monitor the child for any signs of delayed injury/shock.

If a child has had a major accident for example, a fall from a height/ bump to the head/hard fall to the ground, however no wound is visible and the child presents as being well an Accident/Incident form must be completed and staff members must continue to carry out first aid treatment and monitor the child. In the event that a major accident requires immediate medical treatment parents/carers will be contacted as soon as reasonably possible and an accident form completed.

Reporting Accidents and Incidents

Little Bookham & Effingham Preschool understands that it is a legal requirement to notify Ofsted and the local child protection agencies about any serious accidents, injury or death that happen to a child while in our care, whether at the setting or when on an outing. Notifications will be made to Ofsted within 14 days of an incident occurring. Please refer to www.ofsted.gov.uk for classifications of serious accidents and injuries.

We understand that as an employer we have a legal duty under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report accidents, injuries, death, work related diseases, dangerous occurrences and injuries that last more than three days to the Health and Safety Executive (HSE) Incident Contact Centre on: 0345 300 9923.

Ofsted and Surrey's Early Years Educational Effectiveness team will also be contacted about any serious incidents involving staff within 14 days of the incident happening or when reasonably possible.

Existing Injuries

If a child arrives with an existing injury parents/carers must inform staff on their arrival and will then be asked to complete an Existing Injury form, detailing how the injury occurred and ensuring staff members have current information about a child if they become unwell.

If staff members notice an existing injury but were not informed by the parents/carers the staff member will complete a form for the parent to sign on collection.

The form contains the following information: Child's full name, Date of injury, Description of injury, body map showing where the injury is, Parent/carer signature, Staff member signature and date.

The completed forms will be kept in the accident folder and a copy made for the safeguarding folder if needed.