



Accidents and First Aid Policy

Accidents can be very distressing for anyone involved, so at Spice Childcare we ensure that we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the setting.

Accidents

Location of accident files: Office

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. These must be recorded in the Accident File and reported to the manager. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents will be shown the Accident Report and asked to sign it as soon as they collect their child.
- Accident forms are checked termly for patterns e.g. one child having a repeated number of accidents, a particular area in the setting or a particular time of the day when most accidents happen. The manager will investigate any patterns.
- The manager will report serious accidents to the registered person for investigation to determine further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)).
- The Accident File will be kept for at least 21 years and 3 months.
- Where medical attention is required, a senior member of staff will notify the parent/carer(s) as soon as possible whilst caring for the child appropriately.
- Where medical treatment is required the manager will also inform the insurance company in writing.
- The manager will report any accidents of a serious nature to Ofsted where necessary.

Transporting children to hospital procedure

- If the injury is severe, an ambulance will be called immediately. At NO time will anyone attempt to transport the sick child in their own vehicle.
- Whilst waiting for the ambulance, the parent/carer(s) will be contacted and arrangements to meet them at the hospital will be made.
- A senior member of staff will accompany the child, and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team will be informed immediately.
- Staff will remain calm at all times, to ensure that children who witness an incident, and may be affected by it, can be given comfort and reassurance.

First aid

The first aid boxes are located in: Baby Room and Main Play area

The appointed persons responsible for first aid are:

Alison Hulatt/Cheryl Adams/Lisa Cave/Clare Cave

All of the staff at Spice Childcare are trained in paediatric first aid, and this training will be updated every three years to ensure it remains current.

All first aid trained staff are listed in each room. When children are taken on an outing away from our setting, we will **always** ensure they are accompanied by at least one member of staff who is trained in first aid and who carries an appropriate first aid box at all times.

Personal Protective Equipment (PPE)

The setting provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during care tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

Dealing with blood

Precautions are always taken when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

Disposable gloves will be worn and any blood spillage will be wiped up with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with ten parts water). Such solutions will be carefully disposed of immediately after use.

The setting will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care will be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS ETC., WILL BE TREATED AS CONTAMINATED WASTE. If a needle is found the local authority will be contacted to deal with its disposal.

Spice Childcare treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training for staff which reflects best practice and which shall be in line with current health and safety legislation.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	