

LITTLE WILLOWS PRE-SCHOOL ACCIDENT POLICY

Little Willows Pre-School is committed to encouraging and promoting good health and to dealing efficiently and effectively with emergencies that may arise while children are in our care.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the pre-school recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be administered at the pre-school.

The pre-school has designated members of staff responsible for First Aid. These staff members have up to date First Aid certificates. They are responsible for maintaining the correct contents of the First Aid box and administering basic First Aid when necessary and appropriate.

The Manager will ensure that there is a fully trained First Aider available at all times during sessions at the pre-school. The Manager will be responsible for enabling the members of staff concerned to receive adequate first aid training.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the Manager.

Major Accident or Incident

The pre-school requests that parents/carers complete and sign the Emergency Medical Treatment Form, enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the pre-school.

In the event of such an event, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider and Manager will assess the situation and decide whether the child needs to go immediately to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer

will also be contacted. The Manager/and or Child's key worker will accompany the child to the hospital, and arrangements made to meet the parent/carer at hospital.

- The child's registration form, consent form and comforter must be taken to the hospital.
- The accident will be recorded in the pre-school accident book and details of the emergency should be recorded and signed by the parent/carers and manager.
- All staff and children who are left in the pre-school after the accident need to be comforted and reassured. In some cases we may need to inform all of the children's parents/carers.
- The manager will inform Ofsted of the incident in accordance with their guidance.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision .
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the pre-school and its staff. All such accidents or incidents will be recorded in detail and logged in the Accident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the pre-school and its staff.
- The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the pre-school's policies or procedures, and act accordingly, making suitable adjustments where necessary.

Minor Accident or Incident

- All injuries must be treated by a qualified First Aider. They should wear protective gloves and apron.
- If the child does not need hospital treatment and is judged to be able to safely remain at the pre-school, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- All such accidents and incidents will be recorded in detail and logged in the Accident Record Book and parents/carers should sign to acknowledge the incident and any action taken.

If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the provisions of the Warwickshire Guidance on infection control will govern the child's return to the pre-school).

All such accidents and incidents will be recorded in detail and logged in the Accident Record Book and parents/carers should sign to acknowledge the incident and any action taken.

The Manager and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in the pre-school's policies or procedures, and make suitable adjustments if necessary.

FIRST AID

- The first aid box is located in the kitchen.
- This is accessible at all times with appropriate content for use with children.
- Most of the staff are trained in paediatric first aid and this training will be updated every three years to ensure this remains current.
- When children are taken on an outing away from the pre-school, 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.

DEALING WITH BLOOD

- Always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.
- 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.
- The pre-school 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 must 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 SHOULD BE TREATED AS CONTAMINATED WASTE. If a needle is found the local authority must be contacted to deal with its disposal.
- The pre-school treats its responsibilities and obligations in respect of health and safety as a

priority and will provide on-going training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.