

# Wonderland Day Nursery and Pre-School

# The Old School,

# Gundry lane,

# Bridport

# Dorset

# DT6 3RL

# Telephone: 01308 421731

# Registered with Ofsted Reg no 139373

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Accidents and First Aid

(Including Allergies and allergic reactions)

At Wonderland Day Nursery we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

**Accidents**

* The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the room supervisor. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after
* The nursery manager reviews the accident forms at least half termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place
* The nursery manager will report serious accidents to the registered person for investigation for 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 three months
* Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
* Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
* The nursery manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children’s social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

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| Organisation | Contact |
| Ofsted | 0300 1231231 |
| Local authority children’s social care team | 01305 221450 |
| Local authority environmental health department | 01305 224400 |
| Health and Safety Executive | 0300 5550119 |
| RIDDOR report form | <http://www.hse.gov.uk/riddor/report.htm>  0345 3009923 (fatalities must be reported by phone) |

**Head injuries**

If a child has a head injury in the setting then we will follow the following procedure:

* Calm the child
* Assess the child’s condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
* If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child if deemed necessary.
* If the skin is broken then we will follow our first aid training and stem the bleeding
* Call the parent and make them aware of the injury
* Complete the accident form
* Keep the child in a calm and quiet area
* We will follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
* For major head injuries we will follow our first aid training.

**Transporting children to hospital procedure**

The nursery manager/staff member must:

* Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
* Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
* Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child’s comforter
* Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
* Inform a member of the management team immediately
* Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.
* Permission is sought through the children’s registration forms regarding transporting children to hospital using Wonderland vehicles if the child requires medical attention that does not require an ambulance.
* Ratios are to be maintained, and bank staff called in to cover staff needing to transport a child for medical attention.
* If the child’s health begins to deteriorate whilst on the way to get medical attention, the member of staff must immediately pull the car over to a safe place and call for an ambulance.

**First aid**

The first aid boxes are located in: Nursery main room / Pre-school main room / Pre-school back room / Wonderland vehicles / bags taken out on trips or to the front gardens / emergency evacuation bags

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly and replaces items that have been used or are out of date.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

All staff are trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed in every room. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

**Food Safety and play**

Children are supervised during meal times and food is adequately cut up to reduce choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used. These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

* Playdough
* Cornflour
* Dried pasta, rice and pulses.

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. Fruits and Vegetables. Children will be supervised during these activities.

**Personal protective equipment (PPE)**

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

**Dealing with blood**

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

* 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.

**Needle punctures and sharps injury**

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At Wonderland Day Nursery we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

**Immunisation**

At Wonderland Day Nursery we expect that children are vaccinated in accordance with the government’s health policy and their age. We ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible. The nursery manager must be aware of any children who are not vaccinated within the nursery in accordance with their age.

We make all parents aware that some children in the nursery may not be vaccinated, due to their age, medical reasons or parental choice. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations and ask parents to sign a disclaimer.

We record, or encourage parents to record, information about immunisations on children’s registration documents and we update this information as and when necessary, including when the child reaches the age for the appropriate immunisations.

**Staff vaccinations policy**

It is the responsibility of all staff to ensure they keep up-to-date with their vaccinations, as recommended by the NHS vaccination schedule and keep the nursery informed.

If a member of staff is unsure as to whether they are up-to-date, then we recommend that they visit their GP or practice nurse for their own good health.

**Allergies and allergic reactions**

At Wonderland Day Nursery we are aware that children may have or develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

**Our procedures**

* Our staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis
* We ask parents to share all information about allergic reactions and allergies on child’s registration form and to inform staff of any allergies discovered after registration
* We share all information with all staff and keep an allergy register within the rooms on display for staff to see.
* All food prepared for a child with a specific allergy is prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts
* Each child has a name label used for food preparation which is clearly marked with a green sticker if the child has an allergy in pre-school, or on red card in the nursery room.
* Seating will be monitored for children with allergies. Where deemed appropriate, staff will sit with children who have allergies and where age/stage appropriate staff will discuss food allergies and the potential risks
* If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a first-aid trained member of staff will act quickly and administer the appropriate treatment, where necessary. We will inform parents and record the information in the incident book and on the allergy register
* If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child.

**Transporting children to hospital procedures will be followed as necessary**

Policy updated May 2019