

Little Oaks Day Nursery

Accident and First Aid Policy

Accidents can be very distressing to anyone involved so at Little Oaks Day Nursery we ensure 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 nursery.

Each room in the nursery is equipped with an accident file, the person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident file and report it to the manager. This should be done as soon as the accident is dealt with, while the details are still clearly remembered. The parents must be informed of the accident, shown the report and asked to sign it as soon as they collect their child. The nursery manager should 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 records for all children will be kept for at least 21 years and 3 months. Where medical attention is required a senior member of staff should notify the parents as soon as possible whilst caring for the child appropriately. Where medical treatment is required the nursery manager will also inform the insurance company in writing. The nursery manager will report any accidents requiring medical attention to Ofsted.

First aid boxes are located in the office, changing areas, the staff room and kitchen. We aim for all staff at Little Oaks Day Nursery to be trained in paediatric first aid and this will be updated every three years to ensure this remains current. A list of all trained staff is displayed in each room. When children are taken on an outing away from the nursery, we will always ensure they are accompanied by at least one member of staff who is first aid trained and who carries an appropriate first aid box at all times.

The nursery provides staff with personal protective equipment (PPE) according to the needs of the task or activity. Staff must wear PPE to protect themselves and the children during care tasks that involve contact with bodily fluids. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective.

Precaution must always be taken when cleaning wounds as some conditions such as Hepatitis or HIV Virus can be transmitted via blood. Disposable gloves must be worn and blood wiped up with disposable spillage cloths, and antibacterial spray.

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 wellbeing of the employees, ALL NEEDLES, BROKEN GLASS, ETC, FOUND SHOULD BE TREATED AS CONTAMINATED. If a needle is found the local authority must be contacted to deal with its disposal.

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