

EYFS: 3.25, 3.45, 3.51, 3.52

At Early Days Nursery School Ltd, the safety of all children is paramount, and we have measures in place to help to protect children. However sometimes accidents do unavoidably happen.

We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen¹; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

When an accident or incident occurs, we ensure:

- The child is comforted and reassured first.
- The extent of the injury is assessed and if necessary, a call is made for medical support/ambulance.
- First aid procedures are carried out where necessary, by a trained paediatric first aider.
- 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.
- The accident or incident is recorded on an Accident/Incident Form, and it is reported to the nursery manager or Senior management. 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 are shown the Accident/Incident Report in person or via Tapestry and are informed of any first aid treatment given. They are asked to sign it the same day, or as soon as reasonably practicable after.
- The Accident forms are reviewed by the designated leads in each room. The accident/incident forms are reviewed every half term 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 are investigated by the nursery manager and all necessary steps to reduce risks are put in place.
- The nursery manager reports any serious accidents/incidents 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 is kept for at least 21 years and three months

¹ An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An Incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

- 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.

Contact Details:

Organisation	Contact
Ofsted	0300 123 1231
Multi Agency Safeguarding Hub	0345 050 7666
Local authority environmental health department	01235 422403
Health and Safety Executive	www.hse.gov.uk
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Head injuries

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

- Comfort, calm and reassure 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 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 and if they need to collect their child.
- Complete the accident form.
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable.
- We will continue to monitor the child and 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 paediatric first aid training.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles.
- 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.
- Always remain calm. 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.

First aid

The first aid boxes are located in:

- Both chalets
- Hedgehog Classroom – over sink cupboards
- Squirrels Classroom – Sink area
- Owls Classroom– shelving by entrance
- Kitchen – Under the little sink (Staff First Aid Box)
- Hedgehog's Outdoor Classroom
- Walk rucksacks for all age groups
- Fire evacuation pack

These are always accessible with appropriate content for use with children.

We have appointed persons responsible for first aid boxes in each room. They check the contents of the boxes regularly and they ensure that items are replaced that have been used or are out of date.

The staff first aid box is kept in the kitchen. This is kept out of reach of the children.

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.

The appointed person responsible for first aid is Gina Chamberlain.

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

All first aid trained staff are listed in and shown on the notice board in the corridor as well as on the Parent Zone on the nursery website. 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 mealtimes and food is adequately cut up to reduce the risk of 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 fully supervised during these activities. Food that could cause a choking hazard, including raw jelly is not used.

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. 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.

Parents of children requiring needles as part of managing a medical condition should supply the nursery with an approved sharps box for safe disposal. Full boxes will be returned to the parents.

At Early Days Nursery School, 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
22 nd October 2024	<i>Gina Chamberlain / Tracey Webb</i>	October 2025