



POLICY No: SNP006

TITLE: ACCIDENT & INJURY POLICY

VERSION: 05

VERSION	BREIF DECRPTION OF CHANGE:	APPROVED BY:	EFFECTIVE DATE	REVIEW DATE
05	UPDATED TO REFLECT NEW EYFS CHANGES	TARA (NURSERY MANAGER)	DEC 2023	DEC 2024

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Legislation and/or Guidance

When developing this policy and implementing Sunnyside Nursery procedures we have particular regard to:

- Public Health Agency
- RIDDOR (2013)
- GDPR regulation 2018

Introduction

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Carrying out daily and termly risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards, for instance, putting toys away tidily, tucking in chairs, using equipment appropriately.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staffs identify and report hazards and risks and encourage children to do the same.

Recording Accidents

Under the Statutory Framework (**EYFS 3.51**)

- Several First aid boxes (including outings box) are accessible by adults and can be found in the main office cupboard. The boxes are checked regularly to ensure that contents are appropriate for use with children and refilled by either the person nominated to check them, usually Deputy Manager (Shalina Miah), any missing items will be noted and replaced as soon as possible.
- All accidents, injuries and first aid treatments are recorded on an accident form which includes details of the treatment, injury and body map.
- Parents/carers are informed of any accidents and/or injuries sustained by the child on the same day as, or as soon as reasonably practicable after and of any first aid treatment given; if the injury is serious or one that needs medical assistance the parent/carer will be informed immediately. Parents/carers are required to sign the accident form and retain a copy.
- A recording of the accident and/or injury will be filed in the child's profile and reviewed periodically and retained according to General Data Protection Regulations 2018.
- All accidents, injuries and first aid treatments are reviewed to see if anything can be done to prevent the accident and/or injury happening again.
- All staff members are first aiders, therefore there is always more than one first aider in the setting at all times who will deal with minor injuries.

Accidents Procedure

If an accident occurs at Sunnyside Nursery all members of staff irrespective of position will adhere to the following procedures:

The key-person will alert a pediatric first aider who holds a current certificate that a child has had an accident and/or sustained an injury (see ground floor hallway for first aiders).

The first aider will deal with minor accidents appropriately;

- Calm the child down if necessary
- Clean any wounds with fresh warm water and clean cotton wool or place an ice pack on any bumps or knocks
- Cover the wound with a non-allergenic plaster or dressing
- If the child appears to need medical advice or attention the key-person and/or first aider shall obtain it immediately, by calling the child's GP or Health Inquiries call: **111**. Then notify parents or guardian if parents are not contactable, and communicate to them what the child's symptoms are and if the child must be collected.
- In the case of a medical emergency, if a parent/guardian cannot be contacted and the key person and/or first aider needs to take a child to the hospital, they will take the child's enrolment form containing an Emergency Accidental Consent form signed by the parent/guardian with them. Remaining staff at the setting will continue to try and contact parent/guardian and arrange for them to meet staff with child at hospital/doctor's office. The setting will obtain a relief worker whilst staff member is absent from premises.

Under the Statutory Framework (**EYFS 3.52**)

Sunnyside Nursery must notify Ofsted or the childminder agency with which they are registered of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Sunnyside Nursery must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

Ofsted Piccadilly Gate Store Street Manchester M1 2WD Tel: 0300 123 1231	Multi-Agency Safeguarding Hub (MASH) Luton Children & Family Social Care Service: Tel: 01582 547653 Out of hours: 0300 300 8123 Email: MASH@luton.gov.uk
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OFSTED (2020) Childcare: reporting children's accidents and injuries

As an Ofsted-registered day-care, Sunnyside Nursery must report all serious childcare incidents that occur to children while they are in our care. This includes all serious accidents, injuries and illnesses.

Sunnyside Nursery does not need to report a minor accident, injury or illness suffered by a child in our care.

Serious injuries, accidents and illnesses

Sunnyside nursery must tell Ofsted about any of the following:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

Minor injuries

Sunnyside nursery do not need to tell Ofsted about minor injuries, even if treated at a hospital (for less than 24 hours). These include:

- animal and insect bites, such as a bee sting that doesn't cause an allergic reaction
- sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces
- cuts and grazes
- minor burns and scalds
- dislocation of minor joints, such as a finger or toe
- wound infections

Eyes

Sunnyside nursery must report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. We must also tell Ofsted about any:

- penetrating injury to the child's eye
- chemical or hot metal burn to the child's eye

Substances and electricity

If a child in Sunnyside nursery's care suffers any injury from, or requires medical treatment for, any of the following situations we must tell Ofsted:

- from absorption of any substance:
- by inhalation
- by ingestion
- through the skin
- from an electric shock or electrical burn
- where there is reason to believe it resulted from exposure to:
- a harmful substance
- a biological agent
- a toxin
- an infected material

Procedure to follow for dealing with injuries involving blood or bodily fluids

There is always at least one first aider on site at all times and this person will be the one to deal with the injury.

Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into waste bag.
- Try and keep the child/adult as calm as possible.
- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately; using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1 part bleach to 10 parts water.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non-injured children are being cared for and reassured appropriately about what is happening.
- Replace the sterile dressing on the child/adult as often as needed as described in the training.
- All waste should be treated as clinical waste and discarded in the bags provided.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.
- As stated above Ofsted will be informed within 14 days that the incident occurred.

Accident & Injury Policy



This policy is checked annually and formally reviewed at least every 3 years and/or revised as required by legislation, government guidance and/or feedback from service users.

This policy supports all other policies and must be read together with the following policies:

- Health & Safety
- Illness & Medication
- Safeguarding
- GDPR

This policy was adapted in December 2023 and due for review in December 2024
