



Little Acorns

LITTLE ACORNS PRE-SCHOOL

POLICIES

ACCIDENT, INCIDENT AND INJURY POLICY

AIMS

At Little Acorns we are committed to dealing effectively with accidents, incidents and injuries which may arise regarding children in our care and staff members.

This policy outlines the procedures to be observed for:

- Children's pre existing injuries
- Injuries sustained at preschool
- Incidents at preschool
- Staff, parent, volunteer and visitor injuries sustained at Little Acorns
- Head Injuries
- Reporting accidents, incidents and injuries

METHODS

The Manager, Assistant Managers and Pre-school Assistants are all trained in paediatric first aid.

Pre-existing Injuries:

Parents and carers are required to inform a member of staff (preferably their child's key person) on arriving at the setting, if their child has sustained an injury since their last session with us.

If staff see evidence of injury on a child which has not occurred in the pre-school setting and has not been reported to any member of staff, parents will be asked for information on the injury. This will then be logged on a pre-existing injury form and the parents will be asked to sign it.

Minor Child Injury at the Setting:

A first aid trained member of staff will be notified and take responsibility for deciding upon any appropriate action. This will usually be the child's key person. If the child is judged to be able to safely remain at the setting, the injury will be treated as appropriate by the first aid trained staff member.

Parents and carers will be notified of the incident via telephone. When they arrive to collect their child, they will be asked to sign the accident form

completed by the staff member who witnessed the accident. If the parent requests it, a photocopy of the form will be given to the parent/carer once it is signed.

If the injury cannot be treated by a first aid trained staff member but does not warrant hospitalisation (or the child continues to feel unwell or requests to go home) the parent/carer will be contacted and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and kept as comfortable as possible. When they come to collect the child the parent/carer will be met by the child's key person who will explain the situation and ask them to sign the accident form completed by the staff member who witnessed the accident (stored on the bookshelf in the office). If the parent requests it, a photocopy of the form will be given to the parent/carer once it is signed.

Major Child Injury at the Setting

In the event of a major injury the following process should be followed:

1. Make sure injured child(ren) and area is safe and supervised by a first aid trained member of staff
2. Move all other children to another area and ensure they are safe and supervised
3. A first aid trained member of staff will be notified and take responsibility for deciding upon any appropriate action. This will usually be the manager. The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive
4. If going to hospital
 - a. One person to call the ambulance using the emergency call details. Double check child has not had permission for medical treatment withheld in their file.
 - b. Once the ambulance is on the way contact parents
Give parents as much information as possible about the injury, which hospital they are going to etc
 - c. If we are unable to contact a parent or carer we will call all emergency contact numbers we have in order until someone can be reached and the situation explained.
 - d. Write up accident forms and take in the ambulance along with:
 - i. Child's file
 - ii. mobile phone
 - iii. Any medications we hold for the child
 - iv. Any substances and their packaging which might have been ingested
 - v. If parent can't be here before the ambulance their key person should accompany the child in the ambulance. Manager or deputy in her absence should

ensure the number of staff left behind can adequately supervise the children adhering to ratios in the EYFS.

5. If waiting for parent/carer

- a. One person to call the parent/carer using the contact details in the file and log contact. Give parents as much information as possible about the injury.
- b. If we are unable to contact a parent or carer we will call all emergency contact numbers we have in order until someone can be reached and the situation explained.
- c. Write up accident forms ready for parents/carers

Following the incident the Manager will fill in an incident form, with the appropriate staff and consider whether the accident or incident highlights any actual or potential weaknesses in the setting's policies, procedures, environment, resources etc. Appropriate adjustments will be made where necessary.

Injuries to Staff Member, Volunteers or Visitors

In the event of an injury occurring to a staff member, volunteer or visitor while at the setting the following procedures will be followed:

- Report the injury to the manager or room leader in the manager's absence
- If the injury is minor:**
- Agree relevant first aid treatment with a first aid trained member of staff and either self administer this or allow the first aider to administer appropriate treatment.
 - Complete an accident/injury form - Adult (stored on the bookshelf near the main entrance). The injured person will be asked to sign in the relevant section of the form at the earliest appropriate opportunity to acknowledge the incident or accident and any action taken by the setting and its staff. If requested, they will be given a photocopy once it is complete.
- If the injury is serious:**
- Call an ambulance
 - Contact any known emergency contacts until someone can be reached and the situation explained.
 - A member of staff will accompany the injured person to the hospital if we are unable to reach an emergency contact before the ambulance arrives, or if requested by the emergency contact.
 - Manager or room leader in her absence should ensure the number of staff left behind can adequately supervise the children adhering to ratios in the EYFS. Some adjustments to the areas available for children to use may be necessary e.g. closing outside.

Following a serious incident the Manager will fill in an incident form and consider whether the accident or incident highlights any actual or potential

weaknesses in the setting's policies, procedures, environment, resources etc. Appropriate adjustments will be made where necessary.

Head Injury

In the case of a head injury to a child or staff member the relevant procedure above will be followed, with the addition that a head injury form will also be completed. We complete a head injury form when a significant bump occurs to the head or neck area, he/she will be observed until the end of the session. A sticker will also be attached to the child, stating 'I bumped my head today'. Staff will also complete a head injury observation sheet to monitor the injured child.

Reporting Incidents and Injuries

Ofsted is notified of any injury falling within their guidelines which are provided below. This is done within 14 days of the incident.

You must notify us (Ofsted) about:

- the death of a child whilst in your care, or later, as the result of something that happened while the child was in your care
- death or serious accident or serious injury to any other person on your premises)
- serious injuries (please see the section below for the definition of serious injuries)
- where a child in your care needs to go to an Accident and Emergency Department of a hospital (and requires hospitalisation for more than 24 hours), either directly from your provision or later, as the result of something that happened while the child was in your care
- any significant event that is likely to affect the suitability to care for children.

We define serious injuries as:

- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple pain killers
- acute confused state
- persistent, severe chest pain or breathing difficulties
- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours

- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents:

www.hse.gov.uk

See also:

Health and safety policy: First Aid Procedure

Sickness and illness policy

Signed.....

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