

LITTLE GRANGE NURSERY ACCIDENT / INCIDENT POLICY

This policy should be read in conjunction with the Bilton Grange Medical and First Aid policies

AIM

At Little Grange Nursery we aim to protect children always from injury and harm. However, we recognise that accidents and incidents may sometimes occur. Through the procedure listed below we deem to minimise the outcome of risk and injury.

RECORDING AND REPORTING OF ACCIDENTS & INCIDENTS

Accidents and incidents within the nursery settings are covered under Health and Safety Legislation, and Ofsted guidance expanded from the Early Years Foundation Stage. In some instances, accidents must be reported to both parties, or one and not the other.

Accidents fall in to two main categories: minor and major. All accidents should be treated and monitored in a suitable way and it should be noted that a minor accident can escalate into a major incident.

Minor Injuries (as defined by Ofsted)

- Scratches;
- Cuts;
- Head Injuries;
- Sprains;
- Bruising/Red Marks; or
- Bumps

Major Injuries (as defined by Ofsted)

- Fractures;
- Dislocations;
- Loss of consciousness;
- Amputation; or
- Prolonged absence

Within the Nursery, accidents sustained whilst in our care will, on the day, be input onto Famly and the child and the form will be checked by the management team before being sent. Parents will be notified via Famly and this will require them to acknowledge this. This will ensure that parents are aware of the accident. There may be times where the member of management feels the severity of the accident or injury justifies a personal call to parents to notify them of what has happened.

If the injury involves a head injury, parents will be notified by telephone immediately, the child will be monitored throughout the day and a head injury notification form sent home with the child.

MONTHLY ACCIDENT OVERVIEW

The purpose of this document is to track the number, type and location of accidents occurring at the nursery.

This information should be communicated and evaluated at nursery level, through staff meetings or memos. It is imperative that where high levels of unexplainable accidents are occurring, that further steps and strategies are put into place by the Nursery Management team to minimize further risk.

SERIOUS ACCIDENT & INCIDENT PROCEDURE

If a child, employee or visitor require immediate medical attention, over and above basic first aid treatment, the following procedure applies:

1. A trained first aider person should assess the injured party
 2. The school senior nurse should be contacted for advice and to assess the injury whilst first aid is provided as trained
 3. Call 999
 4. Any medical needs, such as medication, should be ascertained
 5. Notify your Line Manager to make them aware of the incident
 6. Call the parent or guardian or next of kin
 7. Complete accident/ incident form
 8. Look after yourself – take time to reflect on what has happened and seek support if necessary
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FIRST AID ASSESSMENT SUSPECTED FRACTURES

During the first aid assessment it may become apparent that a child is unwilling or unable to use a limb. This may be evident by the child cradling their arm close to their body, or they may be unwilling or unable to bear weight on their legs.

Should this be the case the limb should be immobilised as per your First Aid training, and the child made comfortable while waiting for the paramedics. First Aiders should be brought to the child, rather than taking the child to the first aider. This can cause the child distress and may worsen any injuries. Moving children from the point of the accident to a safe place should only be considered once a first aider has assessed the child.

HEAD BUMPS

Children that suffer head bumps at Nursery must be recorded on the accident form on Family and the parents must be contacted by telephone at the earliest opportunity to make them aware before the child is collected.

If you are concerned about a head bump, then contact 999 and contact the parent.

ACCIDENTS & INCIDENTS INVOLVING EMPLOYEES

These should be treated with the same care and attention as those involving children. The accident should be recorded using the Bilton Grange School Accident Report (Appendix 1) and sent to the H&S Officer at Rugby School.

In addition to typical injuries, employee accidents will be considered as 'major' should the employee not return to work or be unable to complete their normal duties for more than 7 days after the accident. This includes weekends and rest days.

NOTIFIABLE ACCIDENTS (REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR))

Little Grange Nursery is required by law to notify the HSE (and their local authority partners) of severe accidents and incidents within 10 days of the incident.

For this the HSE splits people into two categories; 'People at Work', and 'Members of the Public'. For example, children in our care are considered 'Members of the Public', while a nursery practitioner is considered 'People at Work'.

OTHER RELEVANT INFORMATION

In certain instances, additional information may be required to expand on that captured in the accident forms.

Examples include:

- CCTV:
 - Photographs: Including photographs of the scenes, equipment and injuries sustained.
 - Emails: Exchanges between the nursery and parents, Ofsted, environmental health etc.
 - Documents: Opening and closing checklist, induction pack, risk assessments, garden checklist etc.
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Person Responsible: A.Biddlestone