**Accident and First Aid Policy**

Accidents can be very distressing to anyone involved so at Hope Green Private Day Nursery we ensure that 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.

**Accidents**

**Location of accident files:** *Wall mount between conservatory and Main room*

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 shown the Accident Report and asked to sign it as soon as they collect their child.

The Officer in charge must report serious accidents to Sally Johnstone 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 will be kept for at least 21 years and 3 months.

Where medical attention is required a senior member of staff should notify the parent 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 Care and Social Services Inspectorate Wales where necessary.

**First aid**

The first aid boxes are located in: *In the nappy area downstairs (mounted on the wall) & in the upstairs bathroom.*

The appointed person responsible for first aid is Sally Johnstone

All / most of the staff in Hope Green Private Day Nursery are trained in paediatric first aid and this will be updated every three years to ensure these remains current.

When children are taken on an outing away from our nursery, we will always ensurethey are accompanied by at least one member of staff who is trained in first aid and who carries an appropriate first aid box at all times.

***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 care tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective.

**Dealing with blood:** 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 Milton or freshly diluted bleach (one part diluted with ten parts water). Such solutions must be carefully disposed of immediately after use. The nursery will not necessarily be aware if there is a child carrying Hepatitis or is HIV Positive on their register.

Needle punctures and sharps injury: 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 well being of the employees, ALL NEEDLES, BROKEN GLASS, ETC, SHOULD BE TREATED AS CONTAMINATED. If a needle is found the local authority must be contacted to deal with its disposal.

**Head Injuries**

All head injuries must be recorded and a head injury report must be sent home with parents with advice about concussion.

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| This policy was adopted on | Signed on behalf of the nursery | Date for review |
| *March 2021* | *S A Johnstone* | *March 2022* |