

At Wiggles and Giggles we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur, which can be distressing to anyone involved. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

Location of accident files: within the office

- 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 staff member must firstly deal with the child's injuries in the appropriate way remembering to always comfort a child in the best possible way. They must record it on an Accident Form and report it to a member of the management team who will check and sign it. The name of the member of staff who has witnessed the accident must be clearly shown on the form and, in more serious cases, provide a statement.
- The accident form should be completed as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Form, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after.
- If a child has had a bump to their head, then a head bump form is sent home with the child. This provides information about what to look out for after a bump to the head.
- The Designated Safeguarding Lead reviews the accident/incident forms monthly 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 will be investigated by the Designated Safeguarding Lead and the nursery Manager informed. All necessary steps to reduce risks will be put in place.
- The Nursery Manager will report serious accidents 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/ Incident File will be kept for at least 21 years and three months.
- Where medical attention is required, a member of the management team 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/ safeguarding officer 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.

Organisation	Contact
Ofsted	0300 1231231
ACCESS Service MASH- Multi Agency Safeguarding Hub	0121 5693100
Local authority environmental health department	0121 5696600
Health and Safety Executive Fatal or major injuries RIDDOR report form	0345 3009923 http://www.hse.gov.uk/riddor/report.htm

Existing Injuries

Location of Existing Injuries: within the office

- The person responsible for reporting Existing Injuries is the member of staff who saw the injury or was informed of the injury by a parent/ carer. The staff member must firstly find out about the child's injuries in the appropriate way remembering to always to ask questions in a professional none blame manner. They must record it on an Existing Injuries Form and report it to the nursery management team/ Safeguarding officer. This should be done as soon as the existing injury is noticed, whilst the details are still clearly remembered. Parents/ carers must be shown the Existing Injuries Form and asked to sign it as soon as they collect their child.
- Record the Existing Injuries on an Existing Injuries Form detailing:
 - The child's full name and date of birth.
 - The date the injury was noticed.
 - A description of the injuries and mark on the body map image where the injuries are.
 - The cause of the injury.
 - Any treatment or medical aid sought.
 - The name of the person completing the form.
 - Parent/ carer signature.
- The safeguarding officer reviews the Existing Injuries Forms monthly for patterns, e.g. one child having a repeated number of injuries. Any patterns will be investigated by a named member of staff and all necessary steps to reduce risks are put in place. All reviews are made by the safeguarding officer who will pass information onto the manager.
- The accident/ incident file will be kept for at least 21 years and three months.
- The nursery manager/ registered provider/ safeguarding officer will report any accidents/ incidents of a concern or a serious nature the local authority children's social care team (as the local child protection agency) where necessary.

Head injuries

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

- Calm 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
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection
- We will 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 first aid training.

Transporting children to hospital procedure

If an incident is serious and an ambulance is required then:

- The first aider who is in charge of the situation (usually 1st on scene) will ask for someone to call 999 immediately. DO NOT attempt to transport the sick child in your own vehicle.
- The person calling 999 will need to request for an ambulance and give them as much detail as possible whilst remaining calm. (our phone number and address is located on each phone throughout the setting).
- The person administering first aid is to follow any instructions given over the phone whilst waiting for the ambulance to arrive.
- Inform a member of the management team immediately.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- If there is a person that can go onto the main road to flag the ambulance down then do so, they can then direct the ambulance into the setting car park area.

- 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.
- If children have specific care plans in place then their individual plans are in their class's first aid box with correct medication.
- 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.
- Remain calm at all times. 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: The staff room, kitchen and milk preparation room and in the outing bags which is stored in the laundry, this first aid box is always carried when leaving the nursery..

These are accessible at all times within clearly labelled unlocked cupboards with appropriate content for use with children.

Claire Holyoake is the appointed person responsible for first aid checks and the contents of the boxes which she regularly checks and replaces items that have been used or are out of date.

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.

All staff are trained in paediatric first aid and this training is updated every three years. New staff are asked if they have completed first aid training and the expiry date is noted. If they do not have the appropriate training then they will be sent on a course at the earliest opportunity.

All first aid trained staff are listed in every room.

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 meal times and food is adequately cut up to reduce 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.

Staff should get confirmation from a member of the management team if they wish to use any other food items within their play.

Children with food allergies should be considered at all times and items which could cause unnecessary risk not used within play when that child is present.

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 and body fluid spillages

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 PPE and wipe up any spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.
- The Public Health England recommend when spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant and to ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Needle puncture 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.

At Wiggles and Giggles 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.