

Oaks Nursery Accident and Injury Policy

The nursery has robust systems in place for risk, and health & safety management. Whilst it is accepted that the likelihood of accidents occurring to children and staff will happen on occasion, this policy sets out inform parents and staff of the procedures put in place to manage accidents and injuries that occur on nursery premises.

Information for parents

Dealing with accidents and injuries to children

Most Nursery Practitioners hold a paediatric first aid certificate, and in the first instance will deal with any accidents or injuries that occur in their department. Wherever possible care will be administered by the child's key person.

The nursery will endeavour to have at least 1 qualified first aider on duty daily in each room, where this is not possible, supervisors will advise staff of a nominated person from another room who will be responsible for dealing with emergency care.

- In the event of an accident or injury the first aider will administer the most appropriate treatment, and then fully complete the child's accident form.
- The key person will inform parents on collection, if they are not on duty at home time information will be passed to a nominated colleague.
- Parents are asked to read the accident report and to sign before leaving the nursery. *This is a mandatory requirement (EYFS.)*

Head injuries

- If a child has sustained a bump to the head parents will be informed on collection and given a head injury form detailing the accident.
- If an injury to the head or face is more severe, parents will be contacted and advised to collect their child and seek medical attention, this is recorded on the child's accident record.

Foreign objects

- The nursery will not remove foreign objects from the eyes nose or ears. This is invasive and may cause a child to become distressed. Parents will be contacted and advised to seek medical intervention.
- Occasionally children may get sand in their eyes during day to day activities. If this happens the event will be noted on a child's accident record, and parents advised to seek medical attention if eyes become irritated or painful.
- If a child receives an insect sting that remains attached to the child, parents will be contacted to seek medical assistance.

Nursery responsibility

- In the event of an accident that requires medical treatment nursery will contact parents in the first instance, and wherever possible wait for the parent to accompany the child to hospital.
- Should the situation require urgent action the child will be transported to hospital. Nursery will follow the procedures for alerting the emergency services and the key person or another member of staff known to the child will accompany them.
- Accident records will be kept for a minimum of 21 years once children have left the nursery. In compliance with data protection and Kent Union policy, these documents will be securely archived off site after 2 years.
- Individuals may request from the Nursery Manager a copy of any documentation kept about themselves or their child. If documents are already archived the cost of retrieving and copying any requested documentation will be passed on to the individual.

Parental responsibility

- Parents are required to provide emergency contact telephone numbers, and those of a known person who can collect a child in their absence. *This is a mandatory requirement (EYFS).*
- Parents have given permission for emergency treatment to be sought in their absence as detailed in their childcare contract.
- Parents are expected to inform nursery immediately of any change to contact numbers or addresses.
- Parents are expected to inform staff on arrival if their child has sustained a physical injury away from the nursery as this may impact on their well being. A record will be kept on file, with parental signature.

Information for staff

Dealing with accidents and injuries to children

- Each nursery room displays a named first aider list.
- Permanent staff holding a paediatric first aid qualification will treat accidents and injuries, and complete all documentation.
- For unqualified staff, comfort child in the first instance but then seek help from a colleague or supervisor.

- In some circumstances supply staff who hold a current paediatric first aid qualification will be asked to tend to an injured child (eg; in the absence of another first aider in the area).
- Minor injuries will be treated by the first aider attending, however a second opinion must be sought for injuries that may need further treatment.
- The first aider attending injured child will;
 - Comfort and treat the child.
 - Notify supervisor if there are any concerns about the sustained injury.
 - Arrange for parents to be contacted if necessary.
 - Complete child's accident record form and head injury letter, if appropriate.
 - Notify child's key person, who will obtain parental signature on the accident form when the child is collected.
- Decisions to inform parents will be made by room supervisors or senior management.
- The Nursery Manager or Deputy are responsible for arranging medical treatment for serious injuries, which may involve taking the child for treatment in the absence of parents or carer.

Dealing with accidents and injuries to staff and visitors

Adults are sometimes embarrassed if they feel unwell or sustain a minor injury in the presence of others. It is human nature to make light of a situation, however employers have a duty of care to those on the premises, and need to be aware of any incident, however small. The casualty should be treated with dignity at all times, staff should ensure that children are guided away from the situation in a calm and organised way. They must seek additional support from colleagues to enable this to happen.

All injuries or accidents to staff or visitors whilst on any part of the nursery premises must be reported. In the event of a minor injury staff should inform a colleague or supervisor who will take appropriate steps for treatment. The Nursery Manager, Chris Comper holds a First Aid at Work (FAW) certificate and should be informed to deal with the treatment of adults within the nursery.

- All staff must notify the manager of any change of contact details for themselves and next of kin.
- All staff must declare if they are taking any medication, and where this is kept whilst at work.
- In the absence of a manager, a member of the senior team will administer first aid.
- If the adult is unwell but conscious, ask if they are taking any medication, and where this can be found.
- After the casualty has been treated a green accident form is to be completed by the manager and the casualty (if they are able to do so). A copy of which will be kept on records, with the information transferred to Kent University's Health, Fire & Safety Unit online.

- If the casualty requires medical treatment the Manager or a member of the senior nursery team will contact next of kin.
- Should the situation require immediate action arrangements will be made for transportation to hospital. Nursery will follow the procedures for alerting the emergency services and wherever possible a member of staff will accompany the casualty to hospital.

Record keeping

The nursery are required to keep detailed records of all accidents and injuries to anyone on the premises or in the surrounding areas. (EYFS 2012, Health & Safety compliance).

All staff must complete any documentation immediately after the casualty has been comforted and treated. Non compliance is a disciplinary offence and steps may be taken invoking Kent Union disciplinary procedures.

Contact details, documentation and their locations are listed below;

Accident record forms (child) Red report sheets	Accident record file, each nursery room
Accident forms (adult) Green University of Kent Safety, Health & Environment Unit	Class registers, each nursery room Accident record file in the office
Emergency services	Nursery office, direct dial 999 then inform campus watch X3333
First Aid Boxes	Reception Main kitchen Squirrels Kitchen Caterpillars kitchen Staff room
Head injury White report forms	Accident record file, each nursery room
Medication information(child)	Medication registers, each nursery room
Medication information(adult)	Secure cabinet, access via senior managers
Kent Union Health & Safety	Facilities Manager, Helen Close x 4254
Parent contact details	Secure cabinet, access via senior managers
University of Kent Safety, Health & Environment Unit	x3980

Adopted on (date): 20th August 2012

Signed on behalf of The Oaks Nursery:

Name: Chris Comper

Job title: Nursery Manager