



Berrynarbor Pre-school
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Accidents and incidents policy

Statement of intent

It is our intention to make our preschool safe to children, families and staff. To treat any injury and record the incident, to inform the local authority when needed.

Aim

Accidents can be very distressing for anyone involved so at Berrynarbor Preschool 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 preschool. Great care should be taken at all times to prevent injury to children and staff.

However, accidents will happen and the way they are dealt with is very important. All accidents, no matter how small, must be recorded on an accident form and kept in the filing cabinet giving details of any First Aid given.

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 Form and report it to the preschool manager. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.

Once complete the parents / carer on collection of the child must sign the accident book. Each accident must be recorded on an individual sheet to ensure confidentiality for each child.

The accident forms are checked termly to identify patterns e.g., one child having a repeated number of accidents, a particular area in the preschool or a particular time of the day when most accidents happen.

Once identified these patterns will be investigated by the preschool manager and discussed with the team.

The preschool manager will report serious accidents to RIDDOR and investigate / take any further investigations if necessary.

Any accident files are kept for at least 21 years and three months. Where medical attention is required, a member of staff will notify the parents as soon as possible whilst caring for the child appropriately.

The preschool manager will report any accidents of a serious nature to OFSTED where necessary.

First Aid

The first aid boxes are located in the preschool kitchen room and an additional box is available for outings.

Most of the staff are trained in paediatric first aid and this training is updated every three years to ensure this remains current.

All first aid trained staff are listed in the preschool room.

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

Personal protective equipment (PPE)

Dealing with blood - the preschool provides staff with personal protective equipment 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.

Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

Our general procedures require that safety gloves must be worn when dealing with any cuts, saliva or other body fluids.

These precautions are necessary when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood. As well as the gloves all blood spillages must be wiped 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.

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 wellbeing of the employees, all needles, broken glasses, etc should be treated as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

Transporting Children to Hospital Procedure

In the unlikely event of a child requiring hospitalisation our priority is to ensure that the child is hospitalised as quickly as possible, that the child is accompanied, that the child's parents are informed and that adequate cover remains at the setting.

When any child leaves the preschool to go directly to hospital as a result of an accident, it is our legal responsibility to inform the HSE through RIDDOR.

In the event that a child requires hospitalisation

- Administer first aid where appropriate.
- Determine if the child can be taken by car or requires an ambulance quickly and act on that decision. If the injury is severe, call for an ambulance immediately DO NOT attempt to transport the sick child in your own vehicle.
- Contact the parents as soon as possible explaining the situation calmly and briefly.
- Ensure remaining staff cover is satisfactory (emergency ratios, call in off duty staff if possible).
- Accompany child (if taken by ambulance) or make sure child is comfortable in staff vehicle.
- When at hospital explain calmly and clearly the nature of accident and any relevant information.
- Await parent's arrival, again explain events calmly and clearly if asked.
- Ensure parents have support and determine severity of accident in terms of child's release.
- Arrange continued contact with parents.
- Keep in contact with parents.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007

This policy was review and revised on 24/08/2023

Signed on behalf of the preschool.....Date.....