



Accident and First Aid Policy

An accident is defined as an occurrence, which causes injury, ill health or damage. In the event of an accident first aid will be given, where required emergency help will also be summoned.

Treating, reporting and recording

When an accident occurs, the person dealing with the injured party is responsible for reporting and recording details of the accident fully. The accident report books are located in each nursery room with the first aid box, which are clearly marked.

First aid boxes are located in each playroom and stored on a high shelf or inside a cupboard, there is also one in the office. There are clear signs on the outside of cupboards stating that the first aid box is kept there. The first aid box that is used for outings is in the outing bag. Maintenance of the first aid box is to be carried out monthly by the Health and Safety manager.

First aid will be given by designated first aiders. First aiders will administer first aid in accordance with their training.

No medication will be administered to the patient unless prior written consent given by the child's parents.

In the rare case of a child's prescribed EpiPen or Ventolin being unavailable, if there is another child's medication on site, we would use this in an emergency. The parent of the child's medication used will be informed so they can provide a replacement is required.

Where necessary an ambulance should be called immediately, and details of the accident should be given. Where applicable advice from the ambulance service should be sought and followed. If there is a care plan, it should be given to the paramedics on arrival.

If a child's parents are coming to collect them to take them to get medical attention, advice whilst the parents are arriving for medical care for the child should be sought by phoning 111, the NHS medical helpline.

In the case of calling an ambulance, immediate attempts should be made to contact the child's parent or carer. If necessary, children whose parents or carers are not on the premises will be accompanied to the hospital by two team members. The child's file should be taken, to give medical history, parental and GP contacts.

Following an accident an Accident Report Form should be fully completed. If further action or treatment to an injured child is recommended this must be stressed to the parent or carer. The report form should be read by the parent concerned and signed and a copy given to the parent for their records.

Significant knocks to the head will result in detailed observation of the child. Parents will be telephoned to inform of this, and details will be recorded on a head injury form. If no further action is required during the session, on collection parents will be informed of the details of accident and required to sign the head injury form. They



will also be advised of the signs of concussion that they should remain vigilant for, and to seek medical advice (go to hospital) if these should occur. Heavy knocks to the head or those resulting in a loss of consciousness will warrant immediate attendance of an ambulance.




A courtesy call must be made to a child's parents if their child has had an accident whilst at nursery that has resulted in the need for first aid treatment, or if their child has suffered any bump or injury to the head or face.

Accidents that result in hospitalisation admission must be notified to the OFSTED, and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if it meets HSE (Health and Safety Executive) requirements.



Location of Defibrillator:

Our closest defibrillator is located at:

Maritime Minis:

-  Trinity Laban Dance School, 30 Creekside, SE8 3DZ
-  Tesco Express, Creek Road, SE8 3BN
-  Tesco Express, Creek Road, SE10 9SW

Millennium Minis:

-  Aperture Building, Concierge Reception, 42 Chandlers Avenue, Greenwich, SE10 0GE
-  Tesco Express, 205 Peninsula Square, Greenwich, SE10 0ES

Accidents Involving Blood and Bodily Fluids including Vomit

Accidents involving blood and bodily fluids carry the risk of some diseases. Therefore, if appropriate the patient should be removed from the room. If not appropriate to move the patient the other children should be moved away from the patient. The decision regarding the safety of moving a patient must be made by a trained first aider.

When dealing with an accident that involves blood or bodily fluids the following procedure should be followed:

1. Avoid getting blood or fluids on yourself or other people.
2. Put on disposable gloves and apron before you attend to the patient.
3. Mop up the spillage using disposable paper towels or blue roll.
4. Clean the surface with disinfectant.
5. Put all contaminated material into a hazard labelled plastic bag, put in a small amount of bleach, tie up the bag and put in a nappy bin.
6. Wash your hands.

The patient should not re-enter the room until the bleeding is staunches and if the wound re opens then the patient should once again be immediately removed from the play area.

Reporting of Serious injuries, accidents, and illnesses to Ofsted:



In the case of a notifiable incident affecting a child, the nursery manager must inform Ofsted within 14 days of the event. Incidents can be reported online at <https://www.gov.uk/guidance/report-a-serious-childcare-incident>

Ofsted categorise a reportable incident as:

- 🌻 A death of a child
- 🌻 Serious accidents, injuries or illnesses to a child, these include:
 - 🌻 anything that requires resuscitation
 - 🌻 admittance to hospital for more than 24 hours
 - 🌻 a broken bone or fracture
 - 🌻 dislocation of any major joint, such as the shoulder, knee, hip or elbow
 - 🌻 any loss of consciousness
 - 🌻 severe breathing difficulties, including asphyxia
 - 🌻 anything leading to hypothermia or heat-induced illness
 - 🌻 if a child suffers any loss of sight, whether it is temporary or permanent

RIDDOR: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

In the case of a notifiable disease, accident, or occurrence affecting an adult the incident contact centre at RIDDOR should be notified immediately, this is a legal requirement and must be done within 1 week of the accident / incident.

The following must be reported:

- 🌻 Deaths and injuries caused by workplace accidents
- 🌻 Specified injuries to workers
- 🌻 Occupational diseases
- 🌻 Carcinogens, mutagens, and biological agents
- 🌻 dangerous occurrences
- 🌻 gas incidents

Details of reportable accidents will be recorded on RIDDOR report forms online at www.hse.gov.uk

HSE RIDDOR Support Phone: 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

Reports to external agencies should be placed in the accident or incident report file.

This policy was updated:	Signed on behalf of the nursery:	Date for Review:
July 2024	Julie Coackley Childcare Director	2025