

Meppershall Pre-school

Child Accident Procedure

Statement of intent

This pre-school believes that the health and safety of children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers. **(Same intent as Health and Safety Policy)**

Aim

To ensure that in the event of a child having an accident that they receive the correct first aid treatment and are kept safe and reassured at all times; that the other children in the setting also remain safe and reassured.

Method

All of our staff hold a current first aid training certificate (relevant to infants and young children) Our first aid kit is easily accessible to adults but out of reach of children. **(see also Health & Safety Policy)**

Dealing with an accident

- When a child has an accident ensure that the area is safe.
- Treat the accident according to the situation and training, calling for further medical assistance if needed such as calling for an ambulance.
- Ensure that the child is reassured and deal with the situation calmly and sensitively, explaining to them what you are doing.
- If dealing with bodily fluids the first aider and any other adult who comes into contact with them must wear disposable gloves.
- If the child appears to have recovered from the accident, allow them to return to play, observing them as necessary particularly in the event of a head injury.

Hygiene

- If there are bodily fluid spillages ensure these are cleaned wearing disposable gloves and an apron using disinfectant; to ensure that no one comes into contact with them.
- If using a cold compress ensure that they are cleaned using soapy water and anti bacterial spray, dried and put back into the fridge.
- Use only first aid equipment from the first aid kit within pre-school.

Record Keeping

- Ensure that the Accident Form is completed at the time or as close to the time of dealing as able, and when the parent/carer has signed the form file in the Accident folder.
- The Accident form must be countersigned by a second member of staff, and the parent must be offered a copy of the form.
- Complete a Notification of a Head Injury form if necessary.
- If there is a fatal incident report immediately to HSE Incident Contact Centre - **0845 300 9923**.
- Any accident requiring treatment by a general practitioner or hospital, overnight stay in hospital, or the death of a child or adult must be reported to Ofsted and to the local office of

the Health & Safety Executive via email on hseriddor@hse.gsi.gov.uk in line with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

- Any update on the condition of the child/person will also be reported to RIDDOR after the original report is made.

Informing Parents/Carers

- If the accident is minor inform the parent/carer when the child is collected at the end of the pre-school session.
- Hand the Notification of a Head Injury form to the parent/carer and explain as necessary.
- If the accident is more serious contact the parent/carer when the situation has been assessed. Advise them to take their child for further medical treatment and record that you have done so.
- If an ambulance is necessary inform the parent/carer as soon as possible.

Existing Injuries

- If the child presents at pre-school with an existing injury ask the parent/carer to complete the Existing Injuries form and file under the child's name in the Accident folder. Frequent existing injuries must be monitored closely by staff and recorded as necessary.

Date approved by Pre-school committee	
Signed by Pre-school leader	
Signed by Pre-school chair	
Signed by Pre-school staff	