



# Wattisham Airfield Childcare Centre

## First Aid, Accidents and Incidents

It is our aim that accidents, incidents, dangerous occurrences and acts of violence involving children and staff at Wattisham airfield childcare centre are investigated and details recorded efficiently. This stands whether or not they result in an injury or ill health. Any findings will be followed through and any measures needed will be put into place

First aid is the immediate treatment given to a casualty at the scene of an accident.

### The aims of First aid are:

- To preserve life
- To prevent the condition worsening
- To promote recovery

We aim to provide all staff with paediatric first aid training which is updated every 3 years. Any changes in legislation and updating staff's knowledge is discussed in staff meetings. There is always at least one member of staff on the premises that are first aid trained.

Staff trained in first aid are competent to assess and treat a range of conditions including:

- Choking
- Bleeds
- Asthma
- Burns
- Seizures
- Shock

- Bites and stings
- Sprains and fractures
- Poisoning
- Dressings
- CPR

We have a generic form (Attached) for recording most accidents and incidents. The forms are accessible to all staff and volunteers, they are completed fully and a body map used if a mark needs to be recorded. They are signed by the first aider, parent and management at the first available instance.

The forms are reviewed monthly to identify any potential hazards and stored in individual child and staff files. These are shredded 3 years after the child or member of staff has left the nursery.

Any safeguarding incidents are recorded on an alternative form and stored in a locked filing cabinet.

Parents are informed of the accident/incident and sign the form when they collect their child. On occasions where the child is collected by an alternative adult, they can sign the form as long as parents are informed via phone or Email.

If a child bangs their head the parents are always contacted to inform them of the injury and given a 'Head bump awareness' form when they collect their child.

### **Accidents/Incidents at home**

If a child arrives at nursery with a visible injury it must be recorded on a home incident form which has to be signed by the parent BEFORE they leave the child in the setting.

If a pattern of injuries is noted by either a member of staff or on monthly review of forms, parents will be contacted to discuss the injuries. Parents need to be aware that incidences may lead to safeguarding procedures being put into place.

## **Major accident or incident**

If an injury requires hospital treatment or where there is a death of an adult or child on the premises the incident will be reported within 14 days to the Health and safety executive using RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations) 1995 and ofsted.

Staff involved will write a report of the accident/incident detailing the time, where, who was involved and all actions taken. This will be signed, dated and given to the manager within 1 week of the occurrence.

## **First aid kits**

First aid kits are displayed and easy accessible in all play rooms and the kitchen. They are checked monthly and restocked by room leaders.

## **Medication**

Only prescribed medication is given to children within the nursery. Calpol can be given with parents permission only if a child has a high temperature. If it doesn't decrease parents will be contacted to collect their child.

See the medication policy for procedures and storage of prescribed medication used within the nursery.

## **Legal framework:**

- Fire Safety Order 2005
- Health & Safety at Work Act 1974
- Health & Safety Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

This policy was adopted at a meeting of \_\_\_\_\_

Held on \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the management  
committee \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Review dates:**

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_