



Orchard House Accident and Injury Policy

At Orchard House where possible we ensure that the children in our care are protected from accidents and injury.

The setting has measures in place to reduce the risk of accidents and we have clear procedures if an accident or injury should occur.

We acknowledge that as children grow and develop, they may have accidents and that these can occur both at home and whilst in the setting. Our policy sets out measures taken to prevent and reduce accidents and the procedures to follow in the event of an accident.

Measures taken to reduce risk.

- Daily risk assessments are carried out before the nursery opens and when it closes, this is to ensure that the setting is safe. Any hazards or concerns should be reported to the nursery manager as soon as possible. The manager will then address the hazards and ensure the safety of all the children and staff.
- Appropriate staff ratios are always adhered to.
- All staff are vigilant to potential hazards and again are reported to a senior member of staff on duty.
- Staff are trained in paediatric first aid, food hygiene and manual handling.
- Staff are trained on completing the daily risk assessments.

We ensure there is at least one member of staff that always has a current full 12hr paediatric first aid certificate on duty. We were

possible try to ensure that all staff again paediatric first aid and three months before the certificate runs out staff access new training.

Staff have also received a six-hour emergency first aid course.

When children are taken out on an outing away from the nursery, we will always ensure they are accompanied by at least one member of staff who holds a current full (12hr) PFA certificate.

Parents or children requiring needles as part of managing a medical condition should supply the nursery with an approved sharps box. Full boxes will be returned to the parent.

Dealing with an accident or injury.

- The situation is assessed/ a child is comforted and reassured
- Emergency first aid is given, according to the nature of the accident or injury.
- If required a member of staff is delegated to call the emergency services in the event of a serious accident or injury.
- The child is comforted and reassured when needed whilst being given first aid.
- If the child needs to go to the hospital, they will be accompanied by two members of staff, until the parent arrives and takes over the responsibility. The member of staff will take the contact and consent form that has the parental consent and information about the child, such as previous medical concerns, allergies, and all the child's details.
- If the child has sustained a head injury, then the parent is given a courtesy call to notify them of the incident and the child is closely monitored for any changes in their condition.
- Staff are responsible for logging first aid resources out and ensuring the first aid are restocked.
- The first aider must then complete the accident form.

- The nursery manager reviews the accident/incident forms regularly to ensure they are risk assessment if there are areas where there are frequent accidents/incidents
- The nursery manager reports any serious accidents/incidents to Ofsted and RIDDOR.
- An accident file is kept for 21 years and three months.

Completing the accident form:

The first aider dealing with the accident or injury is responsible for completing the accident form with the following information.

- Child's name
- DOB
- Date and time
- Name of the first aider dealing with the incident
- Name of any witnesses to the incident
- A clear written description of the accident or injury in detail, where it happened, what happened and the injury to the child.
- Information of first aid given to the child.
- Signed by first aider and parent

The accident forms are on the Family app and parents will get a notification and MUST sign and acknowledge the form as soon as possible.

At the end of each month the nursery manager reviews all the accident sheets monitoring how well they are being completed, the nature of the accidents, if there are areas that accidents are frequently happening. The manager then discusses this with the floor managers and any risk assessments are updated.

First aid boxes:

There is one situated in the baby room and one on the nursery floor, we also have a trip first aid box for outings.

These are checked regularly and meet the required for HSE.

Any serious accidents or injuries are reported immediately.

22nd May 2024