

Denby Dale First and Nursery School

Accident Policy

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and, whenever possible, the children, are aware of hazards? I.e. putting toys away tidily, using equipment safely etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.

All accidents and incidents are recorded on the appropriate forms. Any minor accident involving children in the Foundation Unit is reported to the parents/carer's on the day usually when they are collected. Older children will report to parents themselves at the end of the day.

Any bang or bump to the head is taken seriously, even if there is no mark. Parents of children in the Foundation Stage are informed by phone on the day and older children are given a red bumped head letter and a red bumped head badge.

In the case of a more serious injury or an injury that needs medical assistance the parent will be informed immediately.

All staff in the Foundation Stage have paediatric first aid training as do a significant amount of staff working across KS1 and KS2. There is always a first aider on site at all times, who will deal with minor injuries.

* First aid boxes can be found in each area – Foundation Stage, KS1 and KS2 and in the main office.

The boxes are checked regularly and refilled by the person nominated to check them any missing items will be noted and replaced as soon as possible. A first aid box is taken on all outings. If first aid is given it is recorded in the accident book along with the accident it relates to.

All accidents are recorded on a sheet in the accident book and parents of children in the Foundation Unit sign to say they have been informed of the accident. A record sheet containing number, name & date of all accidents/incidents is kept in the accident/incident file.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

An incident form can also be used to record something, which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss or injury. Some examples are:

- Loss of amenities.
- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

We will notify Ofsted and local child protection/safeguarding children agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in our care, and act on any advice given.

Accidents/incidents relating to staff or visitors to the setting should be reported to the Head Teacher or School Business Manager and recorded using the School forms.

Any injury related absence lasting more than 3 days must be reported to RIDDOR.

Serious injury or death and how to deal with these events

As a registered provider we would notify Ofsted of any serious accident, illness or injury to, or the death of, any child whilst in our care, and any action taken in respect of it.

We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring.

We would also notify the local child protection agency and act on any advice given.

We would always follow our accident procedures in any accident or injury.

Procedure to follow for dealing with injuries involving blood or bodily fluids

There is always at least one first aider on site at all times.

Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into yellow clinical waste bag.
- Try and keep the person as calm as possible.
- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.

- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non-injured children are being cared for and reassured appropriately about what is happening.
- Replace the sterile dressing on the child/adult as often as needed as described in the training.
- All waste should be treated as clinical waste and discarded in the yellow bags provided.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.
- If medical assistance is needed you must inform ofsted within 14 days that the incident occurred.