

accident and first aid policy

Accidents can be very distressing to anyone involved so at *Children's Corner Day nursery* we ensure that we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

accidents

Location of accident files: on second shelf of the office

- the person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident Form and report it to the manager. This should be done as soon as the accident is dealt with, while the details are still clearly remembered. The parents must be shown the Accident Report and asked to sign it as soon as they collect their child
- the nursery manager must report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- the Accident File will be kept for at least 21 years and 3 months
- where medical attention is required a senior member of staff should notify the parent as soon as possible whilst caring for the child appropriately
- where medical treatment is required the nursery manager will also inform the insurance company in writing
- the nursery manager will report any accidents requiring medical attention to Ofsted where necessary

first aid

The first aid box are located in: wall unit above the butler sink near the toilets on the ground floor

Emergency first aid procedures are kept in the medicine cabinet in the wall unit above the butler sink near the toilets on the ground floor.

The appointed person responsible for first aid is The Manager.

All of the staff in the nursery are trained in paediatric first aid and this will be updated every three years to ensure this remains current.

All first aid trained staff are listed in each room. When children are taken on an outing away from our nursery, we will always **ensure** they are accompanied by at least one member of staff is trained in first aid and who carries an appropriate first aid box at all times.

personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during care tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective.

dealing with blood

Always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat Milton or freshly diluted bleach (one part diluted with ten parts water). Such solutions must be carefully disposed of immediately after use.

The nursery will not necessarily be aware if there is a child carrying Hepatitis or is HIV Positive on their register.

needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well being of the employees, ALL NEEDLES, BROKEN GLASS, ETC, SHOULD BE TREATED AS CONTAMINATED. If a needle is found the local authority must be contacted to deal with its disposal.

Signed on behalf of the nursery:

Job title.....

This policy was adopted on: 31st March 2010

Date Policy to be Reviewed: 31st March 2011

