



St. Thomas a Becket Nursery

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Registered Charity No. 1097448

Ofsted URN 507912

Accidents & Injuries, (reporting when serious) and First Aid Policy

(please see separate Administration of Medicine Policy)

Responsibility: Nursery Manager / Nursery Lead

Review Cycle: Every two years

Date of adoption / last review:	Signed / Role	Date of next review:
May 2024	C.Harrison / Nursery Lead	May 2026
June 2024	C.Harrison / Nursery Lead	May 2026

St Thomas a Becket Nursery
Accident and First Aid Policy

EYFS January 2024

Safety and suitability of premises, environment and equipment

Accident or injury

Paediatric First Aid

3.29 At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for people caring for young children and babies.

3.30 Providers should take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

3.31 All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.

3.32 Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

3.62 Providers must ensure a first aid box with appropriate items for use on children is always accessible. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

3.63 Registered providers must notify Ofsted, or the agency with which a provider of CoDP is registered, of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. This must be done as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. A registered provider who, without reasonable excuse, does not meet this requirement commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

What is First Aid?

First aid is the first and immediate assistance given to any person with either a minor or serious illness or injury, with care provided to attend to any minor injury in an appropriate and proportionate way; prevent a condition from worsening, preserve life or to promote recovery until medical services arrive. First aid is generally performed by someone with basic medical (First Aid) training.

The Role of the First Aider

The role of the first aider is the help given to someone who is injured or ill and to aid their recovery (if a minor ailment) and keep them safe and to cause no further harm.

Policy Statement

St Thomas a Becket Nursery is dedicated to the importance of its responsibility to safeguard and promote the welfare of children. We aim to protect children at all times. However, we recognise that some accidents are a natural outcome of children learning to assess risks for themselves. Other accidents or incidents may sometimes occur during the course of the nursery day. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

We will also ask you about any existing injuries your child has if they present at nursery with an injury that has occurred out of nursery. As with an injury that occurs at nursery, we will complete a form with you to record the details of what has happened and any first aid that has been administered. This is regular practice and forms part of our two way communication with our nursery children's families.

Our Aims

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all children, staff and visitors
- Ensure that staff are aware of their responsibilities with regards to health and safety and first aid
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Our Standards:

All staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. Our (whole team) first aid qualification is tailored for young children.

We abide with the Health & Safety (First Aid) Regulations 1981 (revised 2013).

“ An employer shall provide or ensure that there are provided such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to his employees if they are injured or become ill at work.”

We ensure that

- All children / staff who are injured or taken ill in the workplace receive immediate medical attention;
- We provide first aid training to all employees;
- We provide adequate first aid facilities, equipment and personnel.
- First Aider names are visible in the nursery and for parent information;
- Our First Aid Kits comply with the Health and Safety (First Aid) Regulations 1981 and 2013 and are checked on a regular basis to ensure sufficient stock and that all items are in date.

Assurances:

- TLC will always be offered and the child comforted in an a way that is appropriate for their needs, the injury and level of upset that has come with the accident / injury.
- St Thomas a Becket Nursery ensure the safety and suitability of their premises for all children and adults on the premises by carrying out daily, weekly, termly and annual checks.
- First Aid Boxes are accessible at all times and are located in the Nursery Play Room, Kitchen, Staff Toilets and Allotment.
- Portable First Aid Kits are held in the allotment and Emergency Evacuation bags.

- All First Aid Kits are kept out of reach of children.

Accident and First Aid Procedures:

- At the time of admissions to the setting, parent's written permission for obtaining emergency medical advice or treatment is sought. Parents give written approval.
- The person responsible for reporting accidents and incidents is the member of staff who saw the event or who is nearest when the accident or incident occurs.
- Staff will record the accident or incident on our nursery 'Accident / Illness and Incident' form, which includes a body map.
- The accident form records the child's full name and date of birth, the date and time of the injury; where and when the accident took place and the first aid treatment they received. This form is then signed by the parents on collection of their child.
- Other staff who have witnessed the accident may also countersign the form.
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately.
- Parents will be shown the Accident Report at hometime, which will include details of the accident and any first aid treatment given. This gives parents the opportunity to ask questions before they sign the record. This will be on the same day or as soon as reasonably practicable.
- The Nursery Lead reviews the accident forms on a termly basis to look for any patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen.
- Any patterns will be investigated and all necessary steps to reduce risks are put in place

Head injuries

If a child has a head injury in the setting then we will follow the following procedure:

- Assess the child's condition to ascertain if a hospital or ambulance is required.
- If the skin is not broken we will administer a coldpack for short periods of time
- Family will be contacted.
- If the child has suffered a head injury and it has been agreed with the parent that the child does not need to be sent home, the child will be monitored closely for any signs of concussion.
- If it is agreed that the child needs to go home, the child will be carefully monitored and the cold compress applied until the parent arrives to collect their child.
- We will follow the advice on the NHS website as per all head injuries and provide parents with a copy of the 'head injury and concussion – what to look for' information
<https://www.nhs.uk/conditions/head-injury-and-concussion/>
- For major head injuries we will follow our first aid training. 999 will always be called in an emergency.
- If a child needs to go to the hospital, a senior member of the management team will make every effort to contact the parents and continue to do so until they have been reached. A member of staff would accompany the child if the parents have not arrived at the setting.
- The Nursery Manager will 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))
- Accident records are kept with the child's information for at least 21 years and three months
- The Nursery Manager/registered provider will report any accidents of a serious nature to Ofsted and East Sussex SPOA, where necessary. Where relevant, such accidents will also be reported to the local authority environmental health department or the Health and Safety

Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Pre-Existing Injuries

- If a child arrives at nursery with an existing injury, staff will ask the parent to complete a 'Pre-Existing Injury Form'.
- A copy of this form will kept in the child's personal folder.
- Similarly to the accidents at nursery monitoring, the Nursery lead will monitor pre-existing injury forms on a termly basis taking note of the repeated number of accidents, who the child was with and how the injury was dealt with by the person caring for the child at the time.

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 tasks that involve contact with bodily fluids.

Serious Accidents and Incidents:

Nursery will not hesitate to call 999 in the event of an accident or incident that they believe may warrant urgent medical assistance.

The Nursery Manager, or any staff member, will initially call the ambulance, immediately after speaking to the emergency services, the child's / staff member's emergency contacts will be phoned.

The child / adult will be looked after by a staff member until the emergency services arrive. First Aid will be administered to ensure the patient's immediate safety and well being.

Should an ambulance not be sent, the Nursery Manager will decide whether the child needs taking to A&E at Eastbourne DGH to be checked over. Permission from the child/staff member's emergency contact will be requested if they are available and unable to attend nursery immediately themselves, or notified of this decision if they are unable to be reached at the time of the accident / incident, in which case a message will be left.

Any staff member who has business insurance and an appropriate car-seat will be the priority transport in this instance.

The driver will be accompanied by a further staff member in addition to the injured party. A staff member will always remain with the injured party, until such time as a member of their family turns up.

Nursery acknowledge that in the event of a serious accident or incident needing hospitalisation, staff may experience some heightened emotions following the event and need time to adjust and recover.

Gathering evidence for reporting

In the event of a serious accident or incident at our nursery, in which a child or staff member (contractor or visitor to the nursery) has been taken to hospital immediately and receives follow treatment as a result of the accident or incident in our care, a full and detailed assessment of the event will follow and be used for the reporting to our regulatory bodies, and to RIDDOR. Evidence will be gathered by the in the following way :

- The Nursery Lead will review the information on the child's accident report form.

- An additional entry will be made in the setting accident book.
- The Nursery Lead will request statements from all adults who witnessed the event.
- A review of the area that the accident / incident happened in will take place in conjunction with a review of the activity that had been taking place.
- Immediate mitigation measures will be implemented wherever possible and staff informed of any necessary changes to practice.
- A report will be written to conclude the findings and will include recommendations for improved risk management to both environment and activity.
- SPOA and Ofsted will be notified in the specified legal time frame of as soon as possible but within 14 days of the event. Guidance will be acted upon as soon as is practicably possible.
- RIDDOR will be notified if appropriate.
- Nursery Risk Assessments and Policies will be updated where necessary.
- The family or other appropriate contact may be notified of actions taken.

Reporting requirements to regulatory bodies - East Sussex SPOA and Ofsted:

The duty to notify and report rests with the 'responsible person'. The Nursery Lead is the Ofsted Registered Person and therefore the Responsible Person. As we are a privately run nursery, the local authority is the enforcing authority.

- The Nursery Lead will notify Ofsted and East Sussex Single Point of Advice (SPOA), our County Early Years Child Protection agency, of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. We will act on any advice from those agencies.
- Notification to the above will be done as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring.
- We acknowledge that we commit an offence if we do not meet this requirement, without reasonable excuse.
- These requirements are separate to, and distinct from, the legal duty to report incidents under RIDDOR – see below.

Notifiable Accidents and Incidents Reporting - RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). An accident is a discrete, identifiable, unintended incident which causes physical injury. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

Nursery will follow the latest HSE guidelines available for schools:

<https://www.hse.gov.uk/pubns/edis1.pdf>

Record Keeping

We must we keep - any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR

Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at nursery or on an activity organised by the nursery are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly

from the scene of the accident to hospital for treatment (precautionary examinations and diagnostic tests do not constitute treatment).

If a child injured in an incident remains at nursery, is taken home or is simply absent from nursery for a number of days, the incident is not reportable.

The Nursery Lead will decide whether an accident to a child ‘arises out of or is in connection with work’ by considering the following. The Nursery Lead will then report to RIDDOR if appropriate:

- a failure in the way a work activity was organised (eg inadequate supervision)
- the way equipment or resources were used
- the condition, design or maintenance of the premises or equipment (eg poorly maintained or slippery floors).

Injuries and ill health to people at work

Incidents that do not need reporting to RIDDOR, the Local Authority or Ofsted:

- We will keep a record of all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days but has not resulted in death or hospitalization for over 24 hours or needing treatment other than investigatory tests.
- We will record these injuries in our accident book and keep the records for at least three years after the incident.

<p>Under RIDDOR, the Nursery Lead will report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:</p> <ul style="list-style-type: none"> ■ accidents which result in death or a specified injury must be reported without delay (see ‘Reportable specified injuries’); ■ accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident. <p>The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see ‘Reportable diseases’). We will follow the online reporting guidance at: reporting procedures at www.hse.gov.uk/riddor/report.htm.</p> <p>We will also report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.</p>	<p>Physical violence</p> <p>Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.</p> <p>Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.</p>
<p>Reportable specified injuries include:</p> <ul style="list-style-type: none"> ■ fractures, other than to fingers, thumbs and 	<p>Reportable occupational diseases – employees only:</p>

<p>toes;</p> <ul style="list-style-type: none"> ■ amputations; ■ any injury likely to lead to permanent loss of sight or reduction in sight; ■ any crush injury to the head or torso causing damage to the brain or internal organs; ■ serious burns (including scalding), which:– cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs; ■ any scalping requiring hospital treatment; ■ any loss of consciousness caused by head injury or asphyxia; ■ any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness; or requires resuscitation or admittance to hospital for more than 24 hours. 	<p>Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure.</p> <p>These include:</p> <ul style="list-style-type: none"> ■ carpal tunnel syndrome; ■ severe cramp of the hand or forearm; ■ occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach; ■ hand-arm vibration syndrome; ■ occupational asthma, eg from wood dust and soldering using rosin flux; ■ tendonitis or tenosynovitis of the hand or forearm; ■ any occupational cancer; ■ any disease attributed to an occupational exposure to a biological agent.
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Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.