



Accidents And Incidents-First Aid/ Recording And Reporting

Policy statement

The health and safety of the children is a primary concern at Tiggers. Full written records of any accident/incident will be made and information promptly provided to the parents/carers.

Child protection matters are NOT regarded as incidents and there are separate procedures for this (Please see Safeguarding Children)

Procedures

Accidents (minor bumps and scraps)

- In the unfortunate event of an accident occurring while a child is at the setting, The staff member will take the child to a quiet area away from all the other children where their injury can be assessed and the child calmed.
- All staff have first aid training and will assess the injury and administer the treatment needed.
- Staff will wear disposable gloves and apron when dealing with open wounds such as cuts and grazes.
- Cold compress (paper towel run under a cold tap) will be used on most cuts grazes and bumps.
- Gloves, apron and towels etc will be double wrapped in plastic bags before disposing.
- Area will be washed and disinfected.
- A written record of the accident will be made in the accident folder located at reception. Staff are trained in completing accident reports.
- If a child is involved in an accident a member of staff will write up a full description of the accident together with date, time ,injury and action taken. They will also note the condition of the child following the accident
- Any witness to the accident will also sign the record.
- The parent will be asked to sign the form on pick up.
- A copy of that record will be given to the parents/carers at the end of the session in which the accident occurred. Staff will discuss the accident with parents/carers.
- The original form will then be filed away in the child's information folder, in a locked cabinet .
- A termly log is made of all accidents at Tiggers . The supervisor will review the accident book regularly to assess whether there are any health & safety issues leading to repeated accidents which need to be addressed.

Serious Accident

- If the child can be moved they will be taken to a quiet place where they can be kept calm and be assessed, if they can not be moved a space will be cleared around them and children will be kept away. A child will not be moved if there is any doubt.
- The manager/deputy will assess the injury and decide if it requires immediate treatment by an ambulance or if the parent/carer can be contacted and take the child themselves. If there is any doubt the ambulance will be called.

- If an ambulance is required 999 will be called and the parents/carer will be contacted with arrangements to meet the child at the hospital. A senior member of staff will travel with the child to the hospital taking with them the child's registration forms and a mobile phone. A written record of the accident/incident will be made (as mentioned above) and a copy also taken with them.
- If an ambulance is not required a phone call will be made to the child's parent/carer and the child will be kept calm and comfortable, a member of staff will remain with them until the parent/carer arrives
- The accident will be reported to RIDDOR and OFSTED (if necessary) by the supervisor/deputy and instructions/advice will be followed.
- A full investigation of the site of the accident and any equipment involved will be carried out.

Incident

- From time to time parents may be asked to sign or fill out an incident form. If a child has displayed inappropriate behaviour that has resulted in the injury of another child, such as biting or scratching,
- an incident form will be filled out explaining the circumstances of the behaviour, the behaviour management response, and who was present when the incident occurred.
- This will be signed and dated by the staff member who dealt with the incident and manager/deputy.
- The parent will be asked to sign the form on pick up.

Injuries that have occurred outside of Tiggers

- If a child comes in to Tiggers with an injury that has happened at home, the parent will be asked to fill out an incident form stating how the accident occurred, where the accident occurred, who was present when the accident occurred, details of the injury and sign and date
- This information is recorded in case the child deteriorates during the session and needs medical attention.

First Aid Box

- The supervisor is responsible for ensuring that the first aid box is properly stocked. Staff should promptly inform the supervisor if they use any materials from the first aid box.
- Due to allergies, Tiggers does not use plasters.
- sterile dressing
- Eye pad sterile dressing
- Medium sterile dressing
- Triangular bandage
- Alcohol free wipes
- Safety pins
- Scissors
- 1.25cm x 5m microporous tape x 1
- Disposable aprons
- Disposable gloves

Further guidance

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)