



Accident and First Aid Policy

April 2020

Review April 2021

It is the policy of Acorn Childcare Centre (the Centre) that all members of staff are encouraged to hold a current and valid Paediatric First Aid Certificates. At least two members of staff with full and appropriate paediatric first aid training will be on the premises or on an outing at any one time. First Aid qualifications will be appropriate to caring for infants and young children. A list of qualified first aiders is displayed at the setting. A suitable number of staff members will also hold an Emergency First Aid at Work qualification also.

The Centre has valid Public and Employer's Liability Insurance cover.

Accidents and Incidents

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with current Health and Safety (First Aid) Regulations.
- The First Aid kit is checked every time it is used and any items that require replacing should be brought to the attention of the Centre Manager.
- The First Aid kit is clearly marked, accessible to adults and out of reach of children.
- A First Aid kit and accident log is located in each room, which is regularly monitored by the Centre Manager.
- An accident/incident log is on the premises at all times and is easily accessible.
- The accident/incident log is completed as required with the date, time, details of the accident/incident, treatment administered and signed by staff and parents.
- Parents/Carers are informed as soon as possible and asked to sign the report on the day of the accident/incident.
- Staff members are aware of the location of the First Aid kit and accident/incident log and the procedure for reporting. The Room Manager is responsible for ensuring that the first aid kit is taken on outings.
- Parents/Carers have signed the appropriate consent forms on their child's registration to the setting.
- Parents will be informed of the procedure for children who are ill or infectious.
- Medical advice/assistance is sought (GP or Hospital) where necessary.

Guidelines for dealing with dental injuries

If a baby, toddler or young child injures the gums or baby teeth:

- Apply pressure to the area (if it's bleeding) with a piece of cold, wet gauze. If the child is able to follow instructions, ask them to bite down on the gauze.
- Offer an ice lolly to suck to reduce swelling or hold an ice pack wrapped in a flannel to the cheek.
- Watch for swelling of the gums, pain, fever or a change in the colour of the tooth.
- If teeth are broken keep the fragment for the parents.
- Only offer soft food to eat.

- Contact the child's parent/carers immediately so they can arrange a dental appointment.

If a permanent tooth is chipped or broken:

- Collect all pieces of the tooth.
- Rinse the mouth with warm water.
- Contact the child's parent/carers immediately so they can arrange a dental appointment.

If a permanent tooth is knocked out:

- Find the tooth (baby teeth have smooth edges).
- Hold the tooth by the crown (chewing end)
- Place the tooth in a container of milk. **Do not store it in tap water**
- For older children try placing the tooth back in the socket without touching the root. Have the child bite down on gauze to help keep it in place.
- If the tooth is stored in a container (rather than back in the socket) have the child bite down on a gauze pad or flannel to relieve bleeding and pain.
- Contact the child's parent/carers immediately so they can arrange a dental appointment. If the setting is unable to contact the parent, then a member of staff is to take the child direct to the dentist to seek emergency treatment at Stamford Dental Centre (01780 763137) or BUPA Dental Surgery (01780 762182).

Emergency Procedure

Assess situation Secure from danger remove other people

Treat injury Perform any treatment necessary

If necessary Call assistance [doctor or ambulance]

Inform parents Immediately by telephone or at the end of the sessions according to the severity of the incident

Any serious accident/incident will be reported to the HSE under RIDDOR and/or Ofsted as appropriate.

Defibrillators

Defibrillators are available at Malcolm Sargent Primary School outside the main office, and at the front of the Y5/6 block.

Annex:

- A. Accident/Incident form
- B. Near Miss form



Accident/incident report form

Name of person injured.....

Room..... Time of accident/incident.....

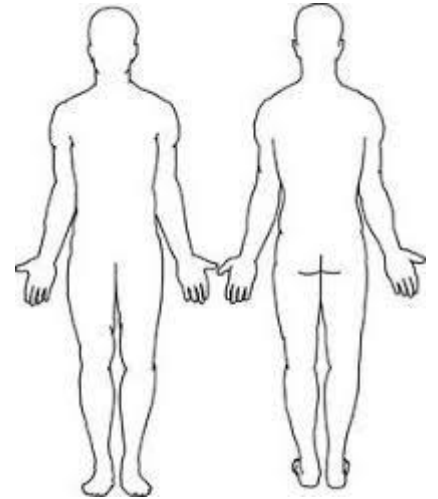
Date..... Location of accident/incident.....

Witnesses.....

Parent/carer notified by..... Time notified.....

Type of injury:

- Cut/scrape
- Bump/bruise
- Bite/ sting
- Sprain/strain
- Slip, trip or fall
- Head injury (see below symptoms of concussion)
- Nose bleed/injury
- Choking
- Other



Incident/accident details including any First Aid administered or further treatment required as a result of the incident/accident.

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If the injury was a bump on the head please continue to observe your child closely for the next 24 hours. If they display any of the following symptoms, please contact your GP or local A&E department:

Headaches, which may be severe and persistent	Dizziness	Nausea
Vision disturbance	Poor balance	Confusion
Memory loss or difficulty remembering things	Poor concentration	Tiredness
Irritability	Anxiety	Low mood

Staff signature..... Date.....

Parent/carer signature..... Date.....



Near Miss Accident Investigation Form

Staff Name Reporting incident:	Date and time of incident:
Date Reported:	Location:
Description of near miss incident including any condition or activity that may have contributed to the incident:	
What corrective action steps have been taken to reduce the potential for similar incidents in the future?	
Corrective steps taken. If still pending, list steps and follow-up on all steps to completion.	
Name of staff member responsible for acting:	
Signature to confirm completion:	Date:
(The investigation should remain in open status until all corrective action steps are completed)	

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