Little Disciples Childcare

Accident & First Aid Policy & Procedure

"Caring for children, supporting parents, and sparking imaginations – where quality, affordability, and excitement meet!"

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1.0	September 2023	Initial Release for Provider changes	S. Gocher	A. Stephens	Annually – September 2024
2.0	June 2024	Policy Review	S. Gocher	A. Stephens	Annually – June 2025
2.1	January 2025	Minor amendments – Pg numbers and Document Control	S. Gocher	A. Stephens	Annually – June 2025
2.2	June 2025	Minor amendments to staff	S. Gocher	A. Stephens	Annually – June 2026
2.3	June 2026	Policy Review – Staff name changes	S. Gocher	Committee & Trustees	Annually – June 2027

Policy Statement
At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Club services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care

Accident & First Aid Policy & Procedure

Policy Statement
At Little Disciples Childcare, we aim to always protect children. We recognize that accidents or incidents may sometimes occur. 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 to minimize any future risks.

Procedures

- The person responsible for reporting accidents, incidents, or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form on our iPal system and report it to the manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, while the details are still clearly remembered. Parents must be shown the Accident Report. They will also receive an email from iPal with a copy of the accident record, be informed of any first aid treatment given, and be asked to sign it on the same day, or as soon as reasonably practicable after.
- The manager reviews the accident forms to look for any patterns, e.g., one child having a repeated number of accidents, a particular area in the nursery, or a specific time of day when most accidents happen. Any patterns will be investigated by the manager, and all necessary steps to reduce risks will be put in place.
- The manager will report serious accidents to the Responsible Individual for investigation for further action (e.g., 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 three months.
- Where medical attention is required, a senior member of staff will notify the parent(s) within 30 minutes of the incident, or immediately if the injury is serious, while caring for the child appropriately.
- If the injury requires hospital treatment, the manager will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The manager or responsible individual will report any serious accidents to Care Inspectorate Wales (CIW) and the local authority children's social care team (as the local child protection agency), 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 will be followed. Notification must be made as soon as is reasonably practicable, but within 14 days of the incident.

Children's Accidents
If a child arrives at nursery with a Pre-Existing Injury, the staff will ask the parent to complete a 'Pre-Existing Injury Form.' A copy of this form will be kept in the accident/incident folder in the setting office. The manager will monitor these pre-existing injury forms regularly, taking note of repeated accidents, who the child was with, and how the injury was dealt with by the person caring for the child at the time.

Accidents While at Little Disciples
When parents enrol their child in our setting, they give permission for their child to be treated for minor injuries by a practitioner who is a qualified first aider.

If a child injures themselves while at Little Disciples, their injury will be treated as appropriate. An accident form will then be completed for the injured child, containing their full name, 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 iPal, and they are informed verbally of their child's injury upon collection.

Practitioners must contact a member of the senior management team whenever an accident occurs. A decision is then made, depending on the child's injury, whether to notify the parents immediately or when they collect their child.

Head Injuries
If a child has a head injury in the setting, we will follow this procedure:

- Calm the child.
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below).
- If the skin is not broken, we will administer a cold compress for short periods, repeated until the parent arrives to collect their child.
- If the skin is broken, we will follow our first aid training and stem the bleeding.
- Call the parent within 30 minutes and inform them of the injury.
- Complete the accident form on iPal.
- Keep the child in a calm and quiet area while awaiting collection.
- We will follow the advice on the NHS website as per all head injuries https://www.nhs.uk/conditions/minor-head-injury/.
- For major head injuries, we will follow our first aid training.

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 a child needs to go to the hospital, a senior management team member will make every effort to contact the parents. If the parents cannot be reached on any of the phone numbers provided, the senior management member will accompany child to the hospital along with their registration forms for information while another practitioner continues trying to contact the parents.

Transporting Children to Hospital Procedure
The manager/staff member must:

- Call for an ambulance immediately if the injury is severe. **Do not** attempt to transport the sick child in your own vehicle.
- While waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication, and the child's comforter.
- Redeploy staff if necessary to ensure adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Inform a member of the management team immediately.
- Always remain calm. Children who witness an incident may be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First Aid
The first aid boxes are located in the Little Disciples porchway in the right-hand cupboard, Class 1 wet area, and in the Little Disciples Office. These are always accessible with appropriate content for use with children.

The appointed person responsible for first aid checks is Mrs. Eleanor Eccles.

Qualified First Aiders

- **Level 3 First Aid Work**
  Mrs. Eleanor Eccles
  Miss Ellie Williams
- **Level 3 Emergency Paediatric First Aid**
  Mr. Sam Gocher
  Mrs. Eleanor Eccles
  Mrs. Kathy Humphreys
  Miss Ruby Humphreys
  Miss Rebecca Caddell
  Mrs Hilary Rimmer

Personal Protective Equipment (PPE)
The setting 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. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported. This is evaluated on an ongoing basis.

Dealing with Blood
We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- 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 sterilizing fluid, or freshly diluted bleach (one part diluted with ten parts water). Such solutions must be carefully disposed of immediately after use.

Staff, Visitors, and Volunteer Accidents
Our accident book:

- Is kept in a safe and secure place in the office.
- Is accessible to all our staff, who all know how to complete it.
- Is reviewed at least half-termly to identify any potential or actual hazards.

Reporting Accidents and Incidents
The setting will notify Care Inspectorate Wales (CIW) as soon as possible, but at least within 14 days of any instances which involve:

- Food poisoning affecting two or more children looked after on our premises.
- A serious accident or injury to, or serious illness of, a child in our care and the action we will take in response.
- The death of a child in our care.

The setting will notify local child protection agencies of any serious accident or injury to a child, or the death of any child, while in our care, and we will act on any advice given by those agencies. Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

Little Disciples Childcare will meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We will report to the Health and Safety Executive (HSE):

- Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to the hospital for treatment.
- Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, loss of consciousness due to a head injury, serious burns, or amputations.
- Any work-related accident leading to an injury to one of our employees, which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
- When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
- Any death of a child or adult that occurs in connection with a work-related accident.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

Legal Framework
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

Further Guidance
RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

Head Injury Notification

Child's Name……

Class……

Your child suffered a slight head injury at Little Disciples today that DID NOT at the time require any further action. Your child DID NOT become unconscious. However, all head injuries- no matter how slight- must be taken seriously and to this end we offer the following advice.

ACTIONS needed at home: Continue observation for concussion and warning signs of more significant head injury. A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in loss of consciousness. In some instances, signs & symptoms of a concussion may not become apparent until several hours or even days after the injury. Be especially observant of the signs & symptoms listed below, noting things that worsen and behaviours that seem to represent a change in your child.

If you observe any of the symptoms listed below, you are strongly advised to call your doctor or take your child to walk in centre IMMEDIATELY, explaining he/she recently received a head injury.			
Thinking/Remembering	**Physical**	**Emotional/Mood**	**Slee p**
• Difficulty thinking clearly • Feeling slowed down • Difficulty concentrating • Difficulty remembering new information	• Headache • Fuzzy or blurry vision • Pupils unequal in size, dilated • Pupils un responsive to light • Sensitivity to noise or light • Double vision • Flushed face • Slow pulse • Noisy breathing • Nausea/Vomiting • Dizziness • Balance problems	• Irritability • Sadness • More emotional than normal • Feeling nervous or anxious • Crying more	• Unusual drowsiness • Sleeping more than usual • Sleeping less than usual Trouble falling asleep
• Headaches that worsen • Seizures • Neck Pain • Loss of Coordination	• Look very drowsy, can't be awakened • Repeated vomiting • Slurred speech	• Can't recognise people/places • Increasing confusion • Weakness or numbness in arms or legs	• Unusual behaviour change • Increasing irritability • Loss of consciousness • Abnormal body movements

Most minor head injuries do not develop complications and most children will receive many knocks and bumps without any problems occurring but the medical authorities strongly advise that you take the above action. If you have any questions or concerns about the signs/symptoms you are observing, contact 111 or go to the closest Walk In Centre for medical care. Otherwise, you can follow the instructions below.

It is OK to:	**There is NO need to:**
• Go to sleep. • Rest: periodic naps when fatigued/tired • Use ice pack on head & neck for comfort	• Check eyes with flashlight • Wake up every hour, unless directed by medical staff • Test reflexes • Stay in bed • Drink extra fluids