



Ladybird Forest Pre-School

2. ACCIDENTS AND FIRST AID



At Ladybird Forest Pre-School, we aim to protect children at all times. We recognise 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 with a view to minimising any future risks.

Accidents

Location of accident files: **Office-Folder 20**

- 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 and report it to the Pre-School manager/Deputy. 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, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child
- The Deputy manager reviews the accident forms WEEKLY for patterns, e.g. one child having a repeated number of accidents, a particular area in the Pre-School or a particular time of the day when most accidents happen. Any patterns will be investigated by the Pre-School manager/Deputy and all necessary steps to reduce risks are put in place
- The Pre-School manager/Deputy 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))
- 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) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the Pre-School manager/Deputy will follow the insurance company procedures, which may involve informing them in writing of the accident
- The Pre-School manager/registered provider will report any accidents of a serious nature to Ofsted 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



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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.

Organisation	Contact
Ofsted	0300 123 1231
Local authority children's social care team-MASH	0300 300 8585
Local authority environmental health department	0300 303 8537
Health and Safety Executive/ RIDDOR	0345 300 9923
Health and Safety /RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Transporting children to hospital procedure

The Pre-School manager/Deputy/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
- Whilst 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 there is 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
- Remain calm at all times. Children who witness an incident may well 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: **Squirrel Room/Hedgehog room/ Owl room/Jungle room/Children's toilets/Office/Forest School room/Kitchen/Outside**



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These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly **Carol Marshall** and replaces items that have been used or are out of date.

The staff first aid box is kept in the **Office**. This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

The appointed officers(s) responsible for Paediatric first aid is Amanda sanders/Vicky Lucas/Alex Titcomb

All the staff are trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed in every room. When children are taken on an outing away from our Pre-School we will always ensure they are accompanied by at least one member of staff who is the named officer in charge. The outings first aid box is taken on all outings.

Personal protective equipment (PPE)

The Pre-School 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 and this is evaluated on an ongoing basis. All staff must carry their First aid emergency pouch at all times

Dealing with blood

We may not be aware that any child attending the Pre-School 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 sterilising fluid. Such solutions must be carefully disposed of immediately after use.

Children, particularly those aged from one to five, often put objects in their mouth. This is a normal part of how they explore the world. Some small objects, such as marbles, beads and button batteries, are just the right size to get stuck in a child's airway and cause choking.

We avoid this by making sure that small objects like these are kept out of your child's reach or only available during supervised planned activities.

No matter how careful we are, a child may choke on something. In most cases, we will see the child swallow the object that causes choking.

There can be other reasons why children start coughing. However, if a child suddenly starts coughing, is not ill, and has a habit of putting small objects in their mouth, there's a good chance that they're choking.

When a child is choking

- If you can see the object, try to remove it. Don't poke blindly or repeatedly with your fingers. You could make things worse by pushing the object further in and making it harder to remove.
- If the child is coughing loudly, there's no need to do anything. Encourage them to carry on coughing and don't leave them.
- If the child's coughing is not effective (it's silent or they can't breathe in properly), shout for help immediately and decide whether they're still conscious.
- If the child is still conscious, but they're either not coughing or their coughing is not effective, use back blows (see below).

Back blows for children over one year

- Lay a small child face down on your lap as you would a baby.
- If this isn't possible, support the child in a forward-leaning position and give five back blows from behind.

If back blows don't relieve the choking and the child is still conscious, give abdominal thrusts (see below) to children over one year. This will create an artificial cough, increasing pressure in the chest and helping to dislodge the object.

Abdominal thrusts for children over one year

- Stand or kneel behind the child. Place your arms under the child's arms and around their upper abdomen.
- Clench your fist and place it between the navel and ribs.
- Grasp this hand with your other hand and pull sharply inwards and upwards.
- Repeat up to five times.



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- Make sure you don't apply pressure to the lower ribcage, as this may cause damage.

Following chest or abdominal thrusts, reassess the child as follows

- If the object is still not dislodged and the child is still conscious, continue the sequence of back blows and either chest or abdominal thrusts.
- Call out or send for help, if you're still on your own.
- Don't leave the child.

Even if the object has come out, get medical help. Part of the object might have been left behind, or the child might have been hurt by the procedure.

Unconscious child with choking

- If a choking child is, or becomes, unconscious, put them on a firm, flat surface and shout for help.
- Call 999, putting the phone on speakerphone so your hands are free.
- Don't leave the child at any stage.
- Open the child's mouth. If the object is clearly visible and you can grasp it easily, then remove it.
- Start CPR

Needle punctures and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At **Ladybird Forest Pre-School**, we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy was reviewed on	28 th November 2018
This policy was adopted by	Amanda Sanders
This policy was reviewed by	Amanda Sanders
Managers signature	
Date for review	30 th November 2019