

Accident & Emergency

Accidents must be fully recorded on an 'accident/incident form' on the Ovivio app by staff within the nursery and include a detailed account of the accident. The date, time of accident, staff member who dealt with the accident/incident, the injury received and the subsequent treatment given. Where another member of staff is present this person must witness the accident/incident form also. Full details of the accident/incident must be reported to the manager on duty for them to read and sign the form before giving to parents. This must be escalated to the Area Manager if deemed appropriate. If needed, it may also be reported to other agencies eg Riddor/Ofsted/MASSH

Parents must view and sign any accident or incident form regarding their child on the Ovivio app. Where a child has or is suspected to have had an injury to the head area, parents will be called to give details of the accident and the injury their child has. Parents must also be given additional information regarding this type of injury by giving them a copy of the nursery head note form.

If an accident has resulted in a visible and significant injury parents must be informed by phone prior to collection, even when the child does not need immediate collection.

As part of our safeguarding procedures a separate 'at home' form must always be used if a child comes to nursery with a bruise, cut or any other injury sustained at home. The person dropping off the child must fill in an "at home" accident form when arriving at the nursery on the Ovivio app. They should include date/time and provide details of the incident. The incident must be reported to the duty manager and a Designated Safeguarding Lead if there are any concerns. All incoming accident forms are reviewed regularly by a DSL to oversee and identify any patterns or concerns.

If the staff team notice a mark on a child throughout the day that has not been caused at nursery they will complete an "at home" accident form just providing time the mark was found and a description of the mark. The management team will then decide if the mark needs an immediate phone call to parents or they may message parents on the Ovivio app to gain more information about how the child has gained the mark. It's important that parents work with us to provide us with that information as soon as possible as we have a duty of care to understand why a child has a mark on them.

There may be times where an explanation for a mark cannot be found. If we feel this is happening a high number of times or the mark in question is significant enough then a conversation with parents may be held and MASSSH may be called for further advice.

If a child has had an injury an accident at home that causes an injury and they need further treatment eg they need to attend hospital to have stitches or a cast put on for broken bone, we would then put a care plan in place following guidance from healthcare professionals. As well as the incoming accident form, the care plan will explain what extra care of steps we need to take within the nursery to support the child.

If an injury occurs at nursery which has been caused by another child an accident/incident form must always be completed and signed by the parents of the child who caused the injury, as well as the injured child. At no time must the name of the aggressor be included on the victim's accident form, nor the name of the victim on the aggressor's form.

We review the amount of accidents children are having both through incoming accident forms and general accident forms, we highlight children who we feel may be taking more risks than others and who may be wobbly on their feet etc. If we feel children are having too many accidents, then we will discuss with both the child's parents and staff team. If it is identified that there is a pattern of accidents at nursery, such as all in one particular classroom, we will evaluate the environment and its layout and resources and make any necessary changes to eliminate such factors.

Updated 08/26CH

Accident & Emergency

Further safeguarding procedures may be followed if we felt that a child was having a high number of accidents/injuries at home that seem unusual for that child/age and stage etc.

First Aid Our Aim at our Nurseries is to ensure that all staff are First Aid trained. If an event occurred within the nursery, then a member of the management team would take charge supported by other First Aid trained staff. During any outings we ensure that all staff are aware of who would take charge in an emergency situation.

A first aid box is available on every floor of the nursery and one is situated within the kitchen area. We also keep a first aid kit inside the outings bag so this is ready for any outing. It is the responsibility of **the designated person for first aid** to regularly check and renew any depleted supplies on a monthly basis.

The contents of the first aid boxes are in line with the relevant guidelines and updated where required.

In the event of first aid or medical assistance being required by a trained member of staff or a child, the following procedures must be carried out:

1. The appointed person must immediately take charge of the situation.
2. Medical assistance must be sought if necessary i.e. Doctor or ambulance.
3. Parents or guardians must be notified promptly
4. No medicines or treatment are to be administered by non-qualified persons.
5. If a hospital visit is required the child's records eg registration form/care plans etc should be taken to the hospital with the child which include records of medical needs.
6. The patient is not to be moved unless authorised by a qualified first aider.
7. Patients must be reassured, calmed and the condition stabilised where possible until qualified help arrives.
8. If parents/carers were not able to get to the nursery in time a member of the management team would always go with the child to hospital and wait until a parent/carer arrives.
9. Record the situation on a medical emergency form.
10. Restock first aid supplies where necessary.

All serious medical emergencies must be reported to Ofsted (0300 123 1231) and in some cases Riddor (0845 300 99 23). A written report must be obtained from everyone involved and written on a medical emergency recording form.