

## Accident Category: Early Years

### Risk Management and Legal Implications

Failure to manage risk may impact on the delivery of Service objectives and the outcomes achieved by Service users. Education and Children’s Services aim to mitigate the implications by ongoing management and review of risk in all elements of work activity.

The production of this document is one way in which we aim to reduce our exposure to risk. By providing staff with information on good practice, making reference to other guidance that is available across the Council and providing clarity on how we should do things, we can ensure that the management of risk is intrinsic to what we do.

### Version Control:

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## Accident Policy

- Any accidents involving the spillage of blood or body fluids must be dealt with promptly.
- Children should be kept away from the scene of the accident.
- Avoid the trailing of 'spillage' around the nursery.
- Staff should ensure that they are protected by using disposable aprons and gloves.
- Spillage on floors and furniture should be cleaned using a solution as described by the COSH Equipment and this should be distributed by the janitor in appropriately labelled bottles. The bottles should be stored in high cupboards or below sinks with childproof locks, in each area.
- Paper towels should be placed over the spill and left as long as is practical before wiping up. Dispose of the paper towels, including apron and gloves in a plastic bag as 'infected waste' in the appropriate bin. WASH YOUR HANDS
- Any soiled clothing which has been removed from a child, should be sealed in a plastic bag, and placed within a plastic container then given to the parents for cleaning at home.
- Although the janitor cleans the toilets and wash hand basins at lunchtimes and throughout the day, staff should be ready to deal with spillages which may occur at other/any times throughout the day.
- Toys and equipment should be cleaned as part of the ongoing housekeeping duties of the nursery.
- First Aid boxes are located in the office and throughout each area and are visibly and clearly displayed and labelled.
- A record of accidents is kept in the accident book and is signed by the witness and shared with parents/carers who also sign the form. These will be collated and monitored regularly by senior member of staff. Monitoring should inform changes to practice and/or provision
- Any bumps to the head must be reported to the parents/carers in order that the child can be monitored and checked regularly.

**All serious accidents must be reported on First Contact and recorded electronically. This applies whether there is an absence resulting from the accident or not. Where appropriate, it may be necessary to report an accident to the Care Inspectorate and this should be done immediately. It will also be necessary to ascertain whether a Duty of Candour could apply in all cases of serious accident or injury.**

Health & Social Care Standards My Support, My life: 1.4, 1.8, 3.11, 3.25, 4.11, 4.14, 4.27, 5.4, 5.17