



Accident Policy & First Aid

Aim: To ensure children receive appropriate care in response to any accident they incur during our care and that all staff are aware of the appropriate course of action.

Children want to, and need to, take risks during play. Our task is to assess the potential risks children may be exposed to and make a judgement about the level risk. Staff will constantly balance the need for the child to be exposed to risk enhancing their development against the likelihood of harm being done and the likely severity of that harm through daily and specific risk assessments.

Minor injuries/accidents will be recorded on the child's individual accident record. This will be available to all staff via Showbie, in Personal Care Records. This details:

- The Child's Name
- The date and time of the accident
- Details of how the accident occurred
- The action that was taken (First Aid administered etc.)
- Signed by practitioner who dealt with the accident
- Signed by parent (at collection time via staff iPad)

Any accident will be dealt with calmly and in a caring manner. All accidents sustained whilst in our care, requiring a Lexi form to be completed, will be recorded on an accident record which is available to all staff electronically on the one drive, this should be completed and uploaded to the child's individual HomeLink page on Showbie, staff member and EYO will sign this and parents will sign at collection time via staff iPad.

The information recorded must be accurate, comprehensive and consist of:

- The child's full name.
- The date and time of the accident, incident or near miss
- Details of how the accident occurred
- The action that was taken
- The name of the person who dealt with and/or witnessed the accident.
- The form will be signed by both the member of staff dealing with the accident and the EYO.
- All head injuries will be recorded on Lexi by the EYO and any other injury such as bites or significant falls will also be recorded.

Students on work placements are not permitted to complete forms. If a student is the only witness to an accident, they should report it immediately to the EYO or person in charge who will then follow the appropriate procedure.

In accordance with Care Inspectorate guidelines staff will omit the names of any other children involved in the accident – they will be referred to only as “another child”.

If a parent or carer is concerned about the circumstances of any accident, they should bring their concerns to the attention of the EYO in the first instance.

If a child is involved in an accident which results in a serious injury or bump to the head, ELC will telephone the child’s parent/carer prior to collection to inform them of this. If a child incurs a bump to the head ELC will monitor the child and support them until the end of the session.

First Aider ELC: Ms Lyndsey Stewart

Mrs Jessie Wang

Miss Kimberley O’May

Mrs Herriot

Ms Vickers

The school office can be contacted for further first aiders if required.

If applicable, we will report the accident through the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 1995 to the Care Inspectorate or the relevant health and safety authority.

RIDDOR - What must I report?

As an employer, a person who is self-employed, or someone in control of work premises, you have legal duties under RIDDOR that require you to report and record some work-related accidents by the quickest means possible. You must report:

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;
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- CORGI registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.
- RIDDOR applies to all work activities, but not all incidents are reportable. If someone has had an accident in a work situation where you are in charge, and you are unsure whether to report it you should call the Incident Contact Centre (ICC) on 0845 300 9923.

First Aid

The aim is to ensure that appropriate first aid is given and recorded appropriately when required within Stow Primary School ELC and on outings.

The first aid box is located in the ELC Kitchen and there are two travel size first aid kits available for outings. These first aid kits are replenished regularly.

All staff within Stow ELC are able to provide basic first aid for the treatment of minor bumps and grazes. In the event of a serious accident an appointed first aider should be called for by alerting reception if one is not available within the ELC. Early Years Officer/Head Teacher should also be contacted at this time if not present.

Any staff administering first aid will wear appropriate PPE including disposable gloves and apron and following hand hygiene protocol. Soiled PPE and first aid kit will be disposed of in a tied bag this will then be placed in the contaminated waste bin located in the ELC nappy changing area.

Treatment of minor cuts and grazes

These will be cleaned using an antiseptic wipe, any open wounds will be covered with a plaster or sterile dressing whichever is more appropriate checking that the child or staff member is not allergic to plasters first.

Any blood spills will be dealt with appropriately using a specialist spills kit which can be obtained from the school office or in the cupboard under the sink in the staff room, these are kept in the clear plastic box.

Bumps and bruises

Bumps and bruises will be treated with a cold pack kept in the ELC fridge located in the ELC kitchen. This will first be wrapped in a paper towel so that it does not contact the skin.

Accident Recording

Minor accidents will be recorded on the child's accident record on Showbie (Personal Care Records). This will document the nature of the accident, how this occurred and actions that followed. It is signed by the staff member dealing with the accident and parents/carers.

In the event of a head injury, a head injury form will be completed. This is located on Teams and will be added to the child's HomeLink group on Showbie. Parents will be informed ahead of collection (Phone call or message on Showbie) but may not be asked to collect their child if they do not appear to have any issues relating to the head injury.

Any accidents that are serious in nature will be written up on an Accident Form on Showbie (Personal Care Records) and a Lexi form will be completed online. The Headteacher will be notified in this instance.

When providing any level of first aid the child/staff member will be treated with dignity and respect, comfort and reassurance will always be given.

In the event of a serious injury, it may be deemed appropriate to move other children to another part of the ELC/school whilst first aid is administered. Comfort and reassurance will also be given.