



Policy Document

Policy Area: Accidents and First Aid Policy
Date: February 2016
Review: August 2017 Reviewed by: Esma Izzidien
Next Review: August 2018

We aim to keep children safe however, at times accidents may occur. These can be very distressing for anyone involved so at Cardiff Montessori School & Nursery we follow this policy and procedure to ensure all parties are supported and cared for and their health, safety and welfare is protected throughout their time in the nursery.

At all times, at least one person caring for the children must have a current first aid qualification in first aid for infants and young children. This ratio should never fall below 1:10.

First aid kits location

Location	Kit present
Entrance Foyer , glass cabinet	First aid box
Downstairs Activity Hall, Top of mantle	First aid box and Burns kit
Nido class, near kitchenette	First aid box
Outdoor ground bag, office	First aid box
Fire evacuation bag	First aid box and burns kit
3-6 corridon, window sill	First aid box
Second floor, elementary classroom	First aid box
Second floor, medical room	First aid box

Please note that spill kits for urine / vomit etc are located in:

The kitchen cleaning cupboards, The cleaning store cupboard, The medical room

Accidents

Location of accident files: *[Management Office, Locked Cabinet]*

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident File and report it to the First Aid Manager: Esma Izzidien or their deputy: Rachel Payne. 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

- Accident forms are checked termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the setting or a particular time of the day when most accidents happen. Any patterns will be investigated by the First Aid Manager: Esma Izzidien or their deputy: Rachel Payne.
- The Director will review serious accidents 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/guardian(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the First Aid Manager: Esma Izzidien or their deputy: Rachel Payne will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The Registered provider will report any accidents of a serious nature to CSSIW / Estyn and the local authority child protection team, where necessary, following the guidance set out in serious accidents, injuries and deaths that registered providers must notify to CSSIW / Estyn and local child protection agencies. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

Organisation	Contact Number
CSSIW	0300 7900 126
Local child protection agency	0808 100 1727

Transporting children to hospital procedure

- If the injury is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent /guardian(s) and arrange to meet them at the hospital
- The most appropriate member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also be informed 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



First aid boxes are located in the areas mentioned at the start of this policy. These are accessible at all times with appropriate content for use with children. The content of the boxes is checked regularly and items replaced that have been used or are out of date.

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

The appointed person(s) responsible for first aid is Esmá Izzidien. The Deputy is Rachel Payne.

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

When children are taken on an outing away from our school & nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

Personal protective equipment (PPE)

CMS 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.

Dealing with blood

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 or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

The nursery and school will not necessarily be aware if there is a child on their register carrying hepatitis or who is HIV positive.

Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, all needles, broken glass etc. should be treated as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.



The nursery and school treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.