SANDCASTLES POLICY

*SAFEGUARDING & PROMOTING CHILDREN’S WELFARE*

Accidents and First Aid

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| EYFS: 3.25, 3.50, 3.51 |

At **Sandcastles Children’s Nursery** 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.

Where parents / carers report **an accident at home**, Sandcastles will record this in our accident log ensure staff are alerted to care for any discomfort children may experience throughout their nursery day.

Accidents

Location of accident files: **ring binger folder in porch**

* 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 nursery manager. Other staff who have witnessed the accident or provided first aid 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 or carers must be shown the Accident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after. If we over look informing parent / carer at collection we will telephone parent to inform them of the details.
* The nursery manager reviews the accident forms regularly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place
* The nursery manager 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))
* Accident Files 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 nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
* The nursery 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 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.

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| Sandcastles Children’s Nursery  | sandcastles@tcoates.co.uk 01524 831932 |
| Ofsted  | 0300 123 1231 |
| Local authority children’s social care team | Call Care Connect on **0300 123 6720** (8am - 8pm) or out of hours 0300 123 6722 (8pm - 8am). |
| Local authority environmental health department | <https://www.lancaster.gov.uk/environmental-health>  |
| Health and Safety Executive  | <http://www.hse.gov.uk/contact/index.htm>  |
| RIDDOR report form | <http://www.hse.gov.uk/riddor/report.htm>  |

**Head injuries**

If a child has a head injury in the setting then we will follow the following procedure:

* Calm the child
* Assess the child’s condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
* If the skin is not broken we will administer a cold compress for short periods of time.
* If the skin is broken then we will follow our first aid training and stem the bleeding.
* Discuss with manager whether to call the parent and make them aware of the injury or monitor and give ‘bump notice’ at collection time
* Complete the accident form
* Keep the child in a calm and quiet area whilst awaiting collection
* We will follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
* For major head injuries we will follow our first aid training.

Transporting children to hospital procedure

The nursery manager/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: 1) staff cupboard, 2) Sand house 3) outing bag

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

The manager is responsible for first aid checks the contents of the boxes termly and replaces items 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 dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

**The appointed person(s) responsible for first aid is Helen O’Hagan, Judith Stewart and Rebecca Watson.**

Most of the Sandcastles team are trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed on our daily staff rota. When children are taken on an outing away from our 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.

**Food Safety and play**

Children are supervised during meal times and food is adequately cut up to reduce choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used. These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

* Playdough
* Cornflour
* Dried pasta, rice and pulses.

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. Fruits and Vegetables. Children will be supervised during these activities.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must risk assess in the moment when to wear PPE to protect themselves during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Sandcastles does not insist that staff use PPE for all toileting nor accident interactions as we are actively aiming to reduce our use of single use plastics. 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

We may not be aware that any child attending the nursery 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 or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

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 Sandcastles Children’s Nursery Ltd 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.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *29/05/2018* | *Helen O’Hagan* | *29/05/2020* |

**Bruise Soother** - Soothing gel pack for little bumps and bruises.

The Peppa Pig re-usable gel pack is great for soothing kids little bumps and bruises.
Simply chill the special gel pack in the fridge to soothe swelling and bruising or use warm for aches and pains.
Used cool Peppa Pig gel pack will also soothe sprains, headaches, insect bites and sun exposure.

**To use cool:**
Check the pack is clean before use.
For grazes clean the area with warm water and soap.
Apply Peppa Pig gel pack to affected area.
For sunburn, headaches or insect bites, apply cool pack for several minutes.

**To use warm:**
Place Peppa Pig gel pack in warm water (not boiling) for several minutes.
Test the pack on back of hand to ensure comfortable temperature and apply to affected area.

The Peppa Pig bruise soother is filled with a safe gel that retains temperature, they are made from Phthalate free PVC, so no need to worry about harmful chemicals.

**To clean:**
Wash gel pack in soapy water.
Keep gel pack in bag with instructions between each use.

**Safety directions:**

Do not microwave or freeze as extremes of temperature can cause burns.
Always use under adult supervision.
For external use only.
Do not puncture.
The pack contains a safe gel. In the event any gel content is accidentally swallowed, drink plenty of water.
Consult your doctor if you have concerns about your child`s health or is swelling and pain continues.

**SANDCASTLES CHILDREN’S NURSERY**

425 Marine Road East

Morecambe LA4 6AA

01524 831932

[www.nursery-morecambe.co.uk](http://www.nursery-morecambe.co.uk)

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Please watch for:

* Drowsiness that is unexpected
* Vomiting more than once
* Any signs of blood or watery fluid coming from the nose or ears
* Any complaint of headache
* Any complaint of ‘seeing double’ or blurred vision.

If any of these signs develop, then you should seek medical advice from a doctor.